



## **Office Manager/Bookkeeper Job Description**

Densho seeks a full-time office manager and bookkeeper to support staff in day-to-day operations and build strong financial systems and reporting structures for the organization. The Office Manager/Bookkeeper handles the daily posting of financial transactions in Quickbooks, prepares financial reports, reconciles bank statements and bookkeeping ledgers, and ensures records are accurate and taxes and bills are paid. They are also responsible for payroll and benefits, building-related tasks such as maintenance and supplies, and general administrative support. *Currently Densho's staff is operating under a hybrid work plan and some flexibility and work-from-home options are possible.*

### **Duties and Responsibilities**

- Implement day-to-day accounting operations, with functional responsibility for accounting, accounts payable, payroll, and grant financial reporting
- Produce timely, accurate, and complete financial statements for all levels, including Board of Directors, executive, and management
- Maintain proper accounting records
- Accurately process financial transactions and pay invoices in a timely manner
- Produce financial reports for grant reporting
- Provide information during the preparation of audited financial statements and all tax returns
- Oversee state charitable registration filings
- Administer payroll, partner with payroll company to deliver payments
- Manage benefits administration
- Assist the Executive Director and staff with administrative tasks such as scheduling of meetings, equipment setup for remote meetings, taking notes, etc.
- Provide logistical support for onsite meetings and events
- Manage relationships with external vendors and service people to upgrade building facilities and schedule repairs
- Help maintain and update office and board policies and procedures
- Answer the phone, respond to general email inquiries
- Other duties as assigned by the Executive Director

### **Qualifications and Experience**

- Strong problem solving skills and proven ability to organize and manage multiple priorities
- Good communications skills, both written and verbal
- Experience collaborating effectively with others, both internally and externally

- Good time management skills, ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality
- Proven ability to make complex and time-sensitive decisions in the best interests of the organization
- Three years of prior bookkeeping experience
- Proficiency with QuickBooks or other accounting software
- Proficiency in the use of spreadsheets, word processing, and databases
- Familiarity with Japanese American history and its relationship to justice and equity today

## **Compensation and Benefits**

This is a full-time position. The anticipated salary range for the position is \$55,000 to \$65,000 depending on experience. Densho offers a generous benefits package including: excellent health, vision and dental plans; up to 3% employer retirement matching contributions; PTO starting at 17 days per year, paid holidays, and parental and health-related leave.

## **How to Apply**

Please apply online by submitting your cover letter and resume in a single PDF document via email to [jobs@densho.org](mailto:jobs@densho.org). Please put "Office Manager/Bookkeeper" in the subject line. In your cover letter, please describe your particular interest in Densho and your qualifications for the position. Questions may be directed to Dana Hoshide at [dana.hoshide@densho.org](mailto:dana.hoshide@densho.org). All applications will be confidential within the hiring team and given serious consideration as soon as they are received. Job interviews will begin in early May 2022 and continue until the position is filled.

Densho is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, sex, sexual orientation, age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. Densho is committed to providing a work environment free from discrimination and harassment.

## **About Densho**

Founded in 1996, Densho is a trailblazer in the use of digital technology to preserve, share, and document the stories of Japanese Americans who were incarcerated during World War II. The mission of Densho is to preserve and share the history of the WWII incarceration of Japanese Americans to promote equity and justice today. Densho's public website offers irreplaceable firsthand accounts, coupled with historical materials and educational resources to explore principles of democracy, and promote equal justice for all. Linking the past to the present, Densho creates awareness of the fear of others and scapegoating and works to solve these and related problems. Moreover, its online historical content will become more important as online learning increases and many museums begin disappearing because of diminishing visitors. The lessons learned from the World War II mass removal and incarceration of Japanese Americans are needed today more than ever. We need your help to amplify these lessons of what can happen in our country in an environment of fear, racism, and failure of political leadership.