

# The Japan Foundation, New York

## POSITION AVAILABLE *Office Manager*

Established by the Japanese government in 1972, the Japan Foundation's mission is to promote international cultural exchange and mutual understanding between Japan and other countries. The Japan Foundation's activities consist of three major programs: 1) Arts & Cultural Exchange; 2) Japanese-Language Education Overseas; and 3) Japanese Studies and Intellectual Exchange, including the Center for Global Partnership (CGP). For more information, please visit our websites at [www.jfny.org](http://www.jfny.org), [www.cgp.org](http://www.cgp.org), and [www.jpf.go.jp](http://www.jpf.go.jp).

**Description:** The Japan Foundation, New York seeks an organized, personable and detail-oriented Office Manager to manage the day-to-day operations of the organization. Office Manager will ensure the organization is fully compliant with both The Japan Foundation and the U.S. rules and regulations, and follows best practices in fiscal management, personnel management, and administrative management.

**Location:** New York, NY

### **Key Responsibilities:**

Office Manager will report to the Deputy Director General and will manage accounting, payroll, human resources, and overall daily operations of the office:

#### 1. Financial Management

- Maintain the integrity and accuracy of three divisions & accounts using QuickBooks and MS Access. The tasks include, but are not limited to, collecting receipts, processing payments, creating proof of payments, coding data and entry into the systems.
- Monitor expenses against the organization's annual budget.
- Work with all divisions to ensure revenue and expenses are recorded in a timely fashion.
- Create revenue and expense report as needed.
- Assist with creating the operating budget.

#### 2. Payroll

- Process semi-monthly employee payroll payments on time through Intuit Online Payroll.
- Verify all employees' overtime hours and calculate overtime pay before processing.
- File quarterly and annual returns to IRS and NYS.
- Issue W-2.
- Set up the new employee profile.

#### 3. Human Resources

- Administer all benefits such as Health/Dental/Vision/Life insurance, TransitChek, Disability, Worker's Compensation, and Unemployment, including enrollment and withdrawal.
- Conduct new employee orientation.
- Maintain employee file.

#### 4. Office Management

- Oversee and supervise the administrative functions including facilities management, supplies and equipment for effective operations.
- Manage the external vendors and contractors.

### **Required Qualifications:**

- At least two years of previous experience in office management.
- Bachelor's degree or equivalent work experience.
- Ability and willingness to maintain a high level of confidentiality and discretion.
- Strong analytical and organizational skills, keen attention to detail and the ability to manage multiple tasks.
- Fluency in oral and written English and Japanese.

- Proficiency in basic software such as Microsoft Office.
- Legal authorization to work in the United States.

**A strong candidate will also possess:**

- Knowledge of U.S. payroll tax, healthcare and labor law.
- Advanced knowledge of QuickBooks.
- Prior experience with Intuit Online Payroll.
- Experience with and/or interest in international organizations.
- Basic knowledge of Windows 7/Network system.

**Salary and Benefits:** Salary commensurate with experience. Benefits include comprehensive medical, dental, vision, and life insurance coverage, paid vacation and sick leave, etc.

**Job Commencement:** December 22, 2017 (or as soon as possible thereafter)

**To apply:** Please email the followings to [job-opening@jfnj.org](mailto:job-opening@jfnj.org)

- 1) cover letter
- 2) resume
- 3) short essay about the importance of US-Japan cultural exchange (in English or in Japanese)

**Deadline:** November 14, 2017. Qualified candidates will be invited for an interview.