

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. For more information, please visit our websites at www.jfnny.org, www.cgp.org, and www.jpj.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 & regulations, and follows best practices in fiscal, personnel, 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. Accounting
 - Maintain the integrity and accuracy of accounts using QuickBooks and MS Access.
 - Monitor expenses against the organization's annual budget.
 - Assist with creating the operating budget.
2. Payroll
 - Process semi-monthly employee payroll.
3. Human Resources
 - Administer all benefits such as health insurance, disability insurance, etc.
4. Office Management
 - Oversee and supervise the administrative functions including management of facilities, supplies and equipment for effective operations.

Required Qualifications:

- 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 (near native level).
- Proficiency in basic software such as Microsoft Office.
- Legal authorization to work in the United States.

A strong candidate will also possess:

- At least one year of previous experience in office management.
- Advanced knowledge of QuickBooks.
- Prior experience with Intuit Online Payroll.
- Knowledge of U.S. payroll tax, healthcare and labor law.
- 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: February 12, 2018 (or as soon as possible thereafter)

To apply: Please email resume to job-opening@jfnny.org

Deadline: December 19, 2017. Qualified candidates will be invited for an interview.