



Densho Accountant Job Description

Densho seeks an experienced Accountant to handle general accounting and administrative activities. The Accountant handles the daily posting of financial transactions in databases, prepares financial reports, reconciles bank statements and bookkeeping ledgers, analyzes spending against budgets, and ensures records are accurate and taxes are paid. The Accountant reports to the Executive Director and provides quarterly updates to the Board Finance Committee.

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
- Calculate variances from the budget and report significant issues to management
- Produce financial reports for grant reporting
- Provide information during the preparation of the audited financial statements and all tax returns
- Oversee state charitable registration filings
- Manage benefits administration, including paid time off, health insurance, retirement plan
- Administer payroll, partnering with our payroll company to deliver payments

Qualifications and Experience

- Strong problem solving skills and proven ability to organize and manage multiple priorities
- Excellent communications skills, both written and verbal
- Experience collaborating effectively with others, both internally and externally
- Exceptional 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
- Bachelor's degree in accounting or finance, or three years of finance and accounting experience
- Experience working with auditors and supporting audit activities
- Proficiency with QuickBooks or other accounting software
- Proficiency in the use of software programs for word processing, databases, spreadsheets, email, and internet

- 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 \$50,000 to \$60,000. Densho offers a generous benefits package including: excellent health, vision and dental plans; 3% employer retirement contributions; paid vacation; 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. Please put "Accountant" in the subject line. In your cover letter, please describe your particular interest in Densho and your qualifications for the Accountant position. Questions may be directed to Dana Hoshide at 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 mid-June 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.