



www.vjls-jh.com

VANCOUVER JAPANESE LANGUAGE SCHOOL & JAPANESE HALL
バンクーバー日本語学校並びに日系人会館

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Volunteer Advisor Accounting / Finance

Join a dynamic and exciting Board and help guide one of Vancouver's oldest cultural community organizations at a unique time in its history.

The Vancouver Japanese Language School & Japanese Hall is building a thriving community where individuals of all backgrounds and experiences can learn and participate in the Japanese language and culture. As a national historic site, it actively upholds the history of Vancouver's Nikkei community and facilitates cultural exchange with other multicultural, neighbourhood, and international groups. Volunteer advisors share their insights, perspectives, knowledge, and wisdom with VJLS-JH board directors and staff on an as-needed basis to influence and support operations and decision-making.

Advisor Responsibilities:

- Provide expert advice on financial management, budgeting, and reporting
- Review financial statements and provide recommendations
- Advise on investment strategies and financial policies
- Support the Finance Committee with specialized knowledge
- Participate in periodic meetings (2-4 times per year or as needed)
- Available for consultation on specific financial matters

Required Qualifications:

- CPA designation or equivalent professional accounting qualification
- Minimum 5 years of experience in accounting, finance, or financial management
- Experience with non-profit financial management preferred

Commitment: Flexible schedule, approximately 5-10 hours per quarter

Duration: Ongoing or until sufficient expertise is secured

Location: Primarily remote with occasional in-person meetings at the facility.

To apply: Please send an email with a cover letter and resume to General Manager, Yoshi Sugiyama at ysugiyama@vjls-jh.com. Please address questions to membership@vjls-jh.com.