



## Senior Accountant

The **Senior Accountant** is responsible for the routine operation of the Finance Office and reports to the CFO. A cover letter is required with a resume submission. **Job is located in San Francisco, CA. Minutes from a BART station.**

### Qualifications

- Bachelor's degree in accounting, finance, or equivalent.
- Two to Five (2-5) years related experience, in non-profit organizations a plus.
- Working knowledge of Intacct preferred, but not required.
- Demonstrated ability to perform all accounting functions, in non-profit organizations a plus.
- Strong GAAP account experience (general ledger, consolidations, reconciliations, compliance, etc).
- Working knowledge of data collection, data analysis, and evaluation.
- Versatility, flexibility, and a willingness to work with a dynamic Agency with a focused mission and several contracts, grants and donors.
- Supportive of the values of the diverse, San Francisco city community.

### Skills And Attributes

- Excellent oral and written communication skills.
- Proficient in Microsoft Office, especially Excel, and accounting software.
- Strong organizational, problem solving, and analytical skills; plus the ability to manage priorities and workflow.
- Ability to work independently and as a member of various teams and committees.
- Ability to work without significant direction; self-starter with sensible judgment.
- Ability to plan, organize, and implement programs and procedures.
- Ability to accurately complete detailed financial reports.

### Specific Duties And Responsibilities

#### Accounting

- Liases with the online accounting software, insurance and payroll providers for technical support service, product upgrades and annual renewals.
- Assist in bi-weekly payroll through an out-sourced vendor. Act as back-up.
- Prepares monthly and quarterly financial statements and reports for senior management.
- Allocates all contract billings to the appropriate entity or department
- Assists in coordinating the annual independent CPA audit.
- Suggests, as required, internal controls as applicable in a small office environment.
- Maintains the plant, property, and equipment schedules.

- Develops grant budgets with program directors, makes grant allocations, and contract indirect cost allocations.
- Responsible for finance office files.

#### Budgeting

- Assists the CFO in developing the annual operating budget in cooperation with department heads.
- Prepare and distribute monthly department budget versus actual reports to various departments.

#### Filings / Reports

- Complies with all State and Federal filing requirements on behalf of the Agency
- Assists the CFO with income tax filings.
- Assists the CFO in the preparation of the annual reports as required.

#### Compensation Package

- Salary: Based on qualifications and experience.
- Some Flexibility with Schedule
- Comprehensive Medical, Dental, Vision and Life Insurance
- Paid Time Off (holidays, vacation and sick days)

EQUAL OPPORTUNITY: Shanti is an equal opportunity employer that supports and lives diversity in our staffing and values. Shanti complies with applicable federal, state, and local laws governing nondiscrimination in employment. We actively encourage and seek qualified candidates from people of all backgrounds.

Due to the anticipated volume of applicants, we regret that we will not be able to respond individually to every applicant. No phone calls, please. To apply, please send a resume and a cover letter outlining your interest in the position, why you are a strong match and qualifications to [HR@shanti.org](mailto:HR@shanti.org).