



## Job Announcement

Title: **Senior Accountant**  
Department: **Finance**  
Reports To: **Chief Financial Officer**  
Status: **Exempt**

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**Shanti is a San Francisco based non-profit that builds human connections to reduce isolation and improve quality of life.**

**OUR HISTORY:** Dr. Charles Garfield founded the Shanti Project (Shanti) in 1974 as a young psychologist working on UCSF's oncology unit. It was there that he became aware of the profound isolation and loneliness experienced by so many of his patients as they faced a short life span. He resolved that no one should have to experience a life-threatening illness alone. And so, he began to train volunteers to provide sophisticated emotional and practical support while listening deeply, with compassion, to the stories and needs of people facing serious illness and death. This was the beginning of San Francisco Bay Area's **Shanti Project**, one of the first organizations in the world to train lay volunteers to treat what mainstream medicine does not and cannot treat - isolation and loneliness.

**POSITION SUMMARY:** The Accounting Department functions by line of business, in that the Sr. Accountant is responsible for assigned program departments and support of their contract administration and compliance, accounts receivable invoicing, department and contract budgeting and planning. Additional responsibilities are assigned to support the monthly close, accounts payable, and payroll. We are a service department with responsibility to provide timely, accurate information, to support decision making, to maintain compliance and limit risk within the agency. We function as a team, each trained to support all accounting functions, working together to meet deadlines, support each other, and bring a strong presence of support throughout the agency.

### **PRIMARY DUTIES:**

- Maintain payroll records and prepare bi-monthly payroll.
- Assist in the processing of accounts payable using Bill.com by reviewing and coding invoices and problem solving.
- Support monthly close process including posting AJEs and balance sheet reconciliation.
- Create and post monthly accounts receivable invoices for City contracts; ensure GL tracks spending by contracts; monitor AR collection
- Co-lead with program directors to manage the City contracts; support with monthly budget vs actual reviews; proactively monitor compliance; assist in creating budgets for new and existing contracts.
- Assists in coordinating the annual financial and A-133 single audit; Federal 1099 and state tax filings;
- Maintains the plant, property, and equipment schedules.
- Support system innovations and implementations
- Assists as needed the CFO and other teammates.
- Other duties as assigned.

### **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.

**QUALIFICATION/REQUIREMENT:** We seek highly qualified candidates with as many of the following areas of knowledge, ability, skills and experience as possible:

- Bachelor's degree in accounting, finance, or equivalent.
- Five plus 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.
- Proficient knowledge of GAAP accounting, ability to research accounting questions
- 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.

**COMPENSATION/BENEFITS:** Shanti offers a competitive non-profit salary and comprehensive benefit package, including multiple fully covered medical options as well as dental and vision. Other benefits include life insurance, long term and short-term disability, chiropractic/acupuncture, Employee Assistance Program and Identity Theft Protection. A 403B saving plan is also available to all employees regardless of FTE status.

Shanti allows for flexible schedules as well as promotes a culture of self-care for all our employees. In the first year of employment, employees earn 90 hours of sick time and 112.5 hours vacation annually and begin accruing sick time and vacation time starting their first day of employment with no waiting period (i.e. you can use as you accrue). Employees also receive 2 personal days annually as well as 14 paid holidays. We also have a pet friendly office and currently allow for part-time or full-time telecommuting for most positions.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to navigate and travel around the city of San Francisco using public transportation and be comfortable walking or standing for extended periods.

**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.

**APPLICATION PROCESS:** To apply, please send a resume and a cover letter to [HR@shanti.org](mailto:HR@shanti.org). Please no phone calls.