



## Job Announcement

Title: **Accounting Manager/Senior Accountant (DOE)**  
Department: **Finance**  
Reports To: **Chief Financial Officer**  
Status: **Exempt**

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

**OUR HISTORY:** For 45 years, Shanti has been cultivating compassion in our community. Founded in 1974 by Dr. Charles A. Garfield at the UCSF Cancer Institute, Shanti was one of the first volunteer organizations in the United States to provide support to people with life-threatening illness. From our earliest days, Shanti has shined a light on the invisible suffering that accompanies illness and isolation. And we have called on the community to be the difference between zero and one—the difference between facing life’s most difficult challenges alone or with one person by your side.

**POSITION SUMMARY:** The Accounting Department functions by line of business and consists of an Accounting Manager and an AP Associate reporting to the CFO. The team is looking for an accounting professional with at least 5 years of experience to join the team either as an Accounting Manager or Senior Accountant. We believe that finding the right person is important and are willing to be flexible on the structure of the department. This position will be 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 process 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.
- Assist with compiling and analyzing monthly financial reporting packet.
- 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 15 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.

- Ability to work at a desk for an extended period of time.

**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.