



## Job Announcement

**Title:** Chief Financial Officer  
**Department:** Finance  
**Reports To:** Chief Executive Officer  
**Direct Reports:** 2 Accounting Managers and 1 AP Billing Administrator  
**Status:** Full-Time; Exempt

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

**OUR HISTORY:** Founded in 1974 on the principle that every person deserves compassion, connection, and human dignity, Shanti Project is a pioneering nonprofit that builds human connections to reduce isolation, enhance health and well-being, and improve quality of life. Guided by the core belief that meaningful relationships are essential for navigating life's most difficult challenges, Shanti seeks to ease the invisible suffering that can accompany isolation or illness and combat it through the power of personal connection. Based in San Francisco, the Shanti team works thoughtfully to care for each client, knowing that care for each other helps to cultivate a healthier, more compassionate community for everyone.

**POSITION SUMMARY:** The Chief Financial Officer, in partnership with the executive leadership team, will envision, build, and implement short- and long-term financial plans with the Board and staff. Centering equity in all decision making, manage financial resources to advance Shanti's mission, sustainability, and organizational goals. Collaborate and build relationships across the organization in order to drive communication, align actions and break down silos. As CFO, you will lead all financial administration, financial planning, reporting and analysis, budgeting, internal controls, policies and procedures, compliance, risk management, and auditing activities. The CFO will bring deep expertise in nonprofit finance and accounting, extensive experience leading at the organization level, and share our commitment to our mission and values. The CFO is an officer of Shanti.

Shanti's Accounting Department consists of two Accounting Managers and an AP Administrator reporting to the CFO. It is a service department with responsibility to provide timely, accurate information, to support decision making, to maintain compliance and limit risk within the agency. Functioning as a team, each staff member is trained to support all accounting functions, working together to meet deadlines. The CFO will lead and build capacity of the finance team, with an eye toward developing individual members of the team, the team as a whole, and system and process optimization.,

**PRIMARY DUTIES:**

- Develops and maintains a strategic financial plan and annual operating and capital budgets.
- Serves as a member of the Executive Team to develop and implement agency-wide policies and procedures, short- and long-range goals, objectives, and plans.
- Leads by example, exemplifying our values and mission and following our code of ethics.
- Provides financial leadership to officers, directors, and staff that will create ownership of goals, and builds confidence and skill in financially sound decision making.
- Lead the day-to-day accounting and finance functions to ensure timely and accurate financial records.
- Manage all accounts, ledgers, and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles, regulatory requirements, Office of Management and Budget audit

requirements and Shanti's internal policies and procedures. Ensure appropriate internal safeguards are in place and annual financial and A-133 audits are coordinated timely.

- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate and foundation grants. Work with programs to strengthen management understanding and compliance with grant requirements and timely fiscal spending reviews.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and manage costs to budget.
- Manage cash flow and forecasting, banking relationships and cash positions/strategies.
- Staff liaison for two Board committees: Audit and Finance. Prepares and presents reports to both the committees and Board of Directors.
- Ensures that systems and processes related to finance are kept up to date and in compliance. Able to scale systems and processes to enhance efficiency, reliability, timeliness, and accuracy. Conducts annual internal control risk assessment, grant compliance review, and updates to policy and procedures manual.
- Design annual budgeting process to align with the Shanti's annual priorities, strategic plan, and values. Coordinate budget process and present to Finance Committee and Board. Manage to budget and recommend budget adjustments timely as needed; keep Board and staff informed on budget to actual results and year-end forecasts.
- Manages the annual renewal of insurance ensuring compliance with contracts and adequacy of coverage to minimize risk.
- Responsible for managing the finance team; developing and empowering staff; and performing administrative duties.
- Provides financial training to agency-wide program staff and monitors operations to ensure that procedures are correctly followed.
- Willingness to engage in day-to-day hands-on finance and accounting work.
- Other duties as assigned.

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

- Certified Professional Accountant (CPA) required.
- Bachelor's degree in accounting, or related field; Masters in accounting preferred.
- Minimum of eight (8) years nonprofit financial management experience required.
- Minimum five years' experience in a Senior Management position.
- Demonstrated entrepreneurial, creative abilities.
- Knowledge of City, State and Federal contact budgeting, required.
- Knowledge of not-for-profit accounting, financial and human resources regulations and procedures required.
- Personal commitment to the mission and values of Shanti.
- Must be vaccinated for COVID-19 or willing to test weekly.

**COMPENSATION/BENEFITS:** Shanti offers a competitive non-profit salary of \$150,000 - \$180,000 (depending on experience) 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 an optional Teledoc plan. 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. This position is a hybrid position with the opportunity to work from home for three days a week. 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.

**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.

This job requires extensive time sitting and working at a computer.

**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 of all backgrounds. We also will consider for employment qualified applicants with arrest and conviction records.

**APPLICATION PROCESS:** To apply, please send a resume and a cover letter to Shannon Bourne, Senior Director of Administration and Operations at: [HR@shanti.org](mailto:HR@shanti.org). Please no phone calls.