



SAN FRANCISCO ZEN CENTER

Junior Accountant

Position Overview:

We are looking for a motivated Junior Accountant to join our team. Under the supervision of the Controller, the Junior Accountant performs a variety of professional accounting work requiring a strong knowledge of Generally Accepted Accounting Principles (GAAP). You manage the accounts receivable and revenue functions; supports the structure, integrity, and content of the general ledger; reviews and approves general journal entries; analyzes, reconciles, and reports general ledger accounts in support of preparing financial statements; and, assists in the development of financial policy and procedures. This position collaborates with a Financial Analyst and other staff as appropriate.

Reporting Relationships:

Supervised by Controller and the CFO

Duties & Responsibilities:

- Reviews, and approves general ledger batches from Financial Analyst for posting; ensures the accuracy and appropriateness of general ledger coding; closes accounts receivable and revenue functions on a timely manner.
- Trains, directs, supervises, and collaborates with) a Financial Analyst in the provision of a variety of accounting duties.
- Works with Development department: reconciles Salesforce to Accounting and the bank; assists in donation reporting; manages special event accounting; reviews donation entries; tracks pledges; and reconciles credit card donations. Calculates interdepartmental chargebacks and posts in a timely manner
- Processes bank transfers between accounts ensuring accuracy of general ledger coding. Reconciles accounts receivable to bank transactions on a monthly basis. Oversees Petty Cash balances and accounts for petty cash activity.
- Assists the Controller in compiling monthly financial reports to the CFO, and other stakeholders. Assists other departments on reporting as needed.
- Assists in annual audit process and the required annual closing of the financial records and related tax filings; prepares assigned audit schedules at year end.
- Participates in continuing education to improve & remain current on accounting changes and industry best practices.

Qualifications:

- BA/BS in Accounting
- One to Two (1-2) years of accounting and finance experience including previous work in the areas of general accounting and accounts receivable; retail accounting experience a plus.
- Knowledge of generally accepted accounting principles (GAAP).
- Strong Excel skills and familiarity with computerized accounting systems such as Microsoft Navigator.
- Ability to: analyze, post, balance, and reconcile accounting records and financial statements; research and analyze fiscal and statistical data; utilize problem-solving skills; to maintain and verify accuracy of financial data and information.



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- Ability to: work independently as well as collaboratively; establish and maintain positive, cooperative, and effective working relationships with staff and vendors.
- Demonstrated attention to detail and proven accuracy; excellent time management, organizational skills, and good follow through. Ability to process sensitive information.

Required:

- Demonstrate personal and professional integrity at all times, consistent with the organization's vision, mission and values
- Possess strong written and verbal communication skills in English
- Highly competent and detail-oriented in executing tasks
- Ability to interact and influence at the most senior levels of an organization and to work collaboratively across functions, levels and departments toward shared objectives
- Legally eligible to work in the United States; no sponsorship provide

Environmental:

Requires ability to climb stairs, work regularly on a computer, and collaborate well in small office environment.

Compensation:

Competitive salary and benefits package, including medical, dental, vision, paid holidays, and vacation time.

Application Process:

PLEASE SUBMIT A RESUME AND COVER LETTER (REQUIRED) DESCRIBING YOUR EXPERIENCE to jobapplications@sfzc.org.

Organization Profile:

Today, San Francisco Zen Center is one of the largest Buddhist sanghas outside Asia. It has three practice places: City Center, in the vibrant heart of San Francisco; Green Gulch Farm, whose organic fields meet the ocean in Marin County; and Tassajara Zen Mountain Center—the first Zen training monastery in the West—in the Ventana Wilderness inland from Big Sur. These three complementary practice centers offer daily meditation, regular monastic retreats and practice periods, classes, lectures, and workshops.

Zen Center is a practice place for a diverse population of students, visitors, lay people, priests, and monks guided by teachers who follow in Suzuki Roshi's style of warm hand and heart to warm hand and heart. All are welcome.

San Francisco Zen Center was established in 1962 by Shunryu Suzuki Roshi (1904-1971) and his American students. Suzuki Roshi is known to countless readers as the author of the modern spiritual classic, *Zen Mind, Beginner's Mind*.

The purpose of San Francisco Zen Center is to make accessible and embody the wisdom and compassion of the Buddha as expressed in the Soto Zen tradition established by Dogen Zenji in 13th-century Japan and conveyed to us by Suzuki Roshi and other Buddhist teachers. Our practice flows from the insight that all beings are Buddha, and that sitting in meditation is itself the realization of Buddha nature, or enlightenment.