



SAN FRANCISCO ZEN CENTER

## **Job Description Accounts Payable Clerk**

### **Organization Profile:**

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.

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.

### **Reporting Relationships:**

Supervised by the Controller and CFO

### **Position Overview:**

The Accounts Payable Clerk is responsible for performing full-cycle accounts payable duties, including management and maintenance of accounts payable records, processing all necessary accounts payable transactions, accurately and efficiently, to support check processing and credit card transactions.

### **Duties & Responsibilities:**

- Organizing, coding and entering invoices into the accounting system within deadlines for weekly and period close.
- Preparing weekly check runs and manual check requests within set deadlines. Approximately 50-100 checks per week.
- Manage vendor and employee inquiries regarding invoices; provide high level of customer service.

- Manage incoming emailed invoices. Obtain necessary approvals and coding for mail received directly at office to ensure expense is recorded in the correct period.
- Gathering, coding and entering receipt details for purchases made using corporate credit card and uploading to the accounting system. 20 card-holders.
- Analyze and prepare monthly expenses allocations associated with payables.
- Assist with audits as required.

**Qualifications:**

- Experience with electronic payments
- Proficient in Microsoft Excel
- 1-2+ years' experience in Accounts Payable

**Required:**

- Have a strong work ethic and require minimal direction
- Work well independently as well as part of a team
- Ability to juggle multiple priorities simultaneously and take initiative
- Demonstrate resourcefulness and flexibility, with the ability to anticipate and act on events and opportunities quickly to assist manager and your team
- Highly competent and detail-oriented in executing tasks and meeting deadlines
- Ability to interact and to work collaboratively across functions, levels and departments toward shared objectives
- Possess strong written and verbal communication skills in English
- Have a very high level of personal and professional integrity and trustworthiness
- Good judgment
- Legally eligible to work in the United States; no sponsorship provide
- Have a passion for our mission and a strong desire to impact a spiritual non-profit organization
- Be an innovative and creative thinker; you're not afraid to try something new and inspire others to do so

**Environmental:**

- Climb multiple flights of stairs
- Type regularly on a computer and use the phone
- Work in open floor plan with others talking and doing work

**Compensation:**

37.5 hours per week; Monday through Friday; \$19.50-\$22.06/hour; depending on experience; medical, dental, vision, vacation, holidays, personal days, and sick time provided

PLEASE SUBMIT A RESUME AND COVER LETTER (REQUIRED) DESCRIBING YOUR EXPERIENCE AND IN A COUPLE OF SENTENCES WHY YOU WOULD LIKE TO WORK FOR SFZC to [jobapplications@sfzc.org](mailto:jobapplications@sfzc.org).