



SAN FRANCISCO ZEN CENTER

## **Controller Job Description**

### **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.

<b>Title of Position:</b>	<b>Controller</b>
<b>Department:</b>	<b>Accounting</b>
<b>Reports to:</b>	<b>Zen Center Treasurer / CFO</b>
<b>Supervises:</b>	<b>Accounts Receivable Clerk</b> <b>Accounts Payable Clerk</b> <b>Payroll and Benefits Manager</b> <b>Offsite Treasurers at two remote locations</b>
<b>Consults with:</b>	<b>ZC Treasurer / CFO</b>
<b>Salary:</b>	<b>Negotiable</b>
<b>Work Status:</b>	<b>Full-time, Exempt</b>



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**Position Summary:**

The controller is responsible for day-to-day accounting operations and supervising the accounting staff of San Francisco Zen Center. This work includes producing and ensuring the accuracy of Zen Center's periodic financial reports, establishing and upholding an adequate system of procedures and controls, and maintaining accounting books and records in a manner consistent with generally accepted accounting principles (GAAP).

**Key Areas of Work Responsibility:**

Management

- Maintain a documented system of accounting policies and procedures.
- Annual liaison with outside auditor as needed.
- Oversee operations of the accounting department, including supervision of accounting staff.
- Oversee accounting operations of all practice centers, including the Capital Campaign, especially their control systems, transaction-processing operations, and policies and procedures. Work with temple directors and treasurers.
- Participate actively to improve reservation processes and systems across Zen Center
- Implement improvements in accounting software and systems to meet growing needs of SFZC
- Assist with integration of program data and fundraising data to support member and donor development efforts.

Transactions

- Ensure that accounts payable are paid in a timely manner and all reasonable discounts are taken on accounts payable
- Ensure that accounts receivable are collected promptly
- Oversee Tassajara accounting and reconciliations, including guest season and EOM report
- Oversee Green Gulch Farm accounting and reconciliation, including EOM report
- Oversee bookstore accounting and inventory process, including monthly report
- Oversee payroll accounting, including transition bonuses, workers compensation reports and social security allocations.
- Oversee Capital Campaign accounting, including proper recording and reconciliation of all donations, pledges and pledge payments
- Ensure that periodic bank reconciliations are completed
- Maintain the Chart of Accounts



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- Oversee accounting and reporting for restricted funds, funded projects and AFE Accounts
- Ensure reconciliation of all General Ledger accounts
- Produce depreciation schedules
- Reconcile fixed assets
- Make journal entries as recommended by auditors
- Oversee recurring entries
- Ensure payment of Tassajara hotel tax
- Ensure payment of sales and use tax for City Center, Green Gulch Farm and Tassajara
- Oversee maintenance of an orderly accounting filing system
- Ensure that monthly Everyday accounts receivable are recorded properly

#### Reporting

- Issue timely, complete and accurate financial statements
- Create new financial reports as necessary
- Provide financial analyses as necessary
- Oversee provision of timely support for budgeting process, including spreadsheets showing previous year's history and budget figures as available, links to update spreadsheets as budget work proceeds, software assistance, insurance cost allocations, depreciation and amortization schedules, payroll and benefits information, and general assistance as needed

#### Compliance

- Coordinate the provision of information to external auditors for the annual audit
- Monitor compliance with all debt covenants
- Oversee payroll processing vendor for compliance with state and federal government requirements for payroll tax filings
- Maintain books and accounts according to Generally Accepted Accounting Principles

#### **Basic Qualifications:**

Accounting degree (BA or MBA), five years progressively responsible 'hands on' experience as a controller in a small business or nonprofit organization accounting department, including trial balance, financial reports, and proven skill and experience in supervising people.

#### **Work Skills Required:**

Working knowledge and understanding of generally accepted accounting principles



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**Equipment and Technology Skills Required:**

Working knowledge of **Serenic Navigator accounting software**, in addition to Microsoft Excel, Microsoft Windows, , word processing software and email.

**To be successful as a member of the SFZC staff, you will also:**

- 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
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic and require minimal direction
- Work well independently as well as part of a team

**Compensation:**

To be determined