



SAN FRANCISCO ZEN CENTER

A/R and A/P Specialist ~ Employee Job Description

Title of Position: A/R and A/P Specialist
Department: Accounting
Reports to: Central Treasurer
Supervises: Bookkeepers at GGF and ZMC
Work Status: FT, exempt
Work location: In-person at 310 Page St.
Salary Range: \$65,400–\$76,900

San Francisco Zen Center: San Francisco Zen Center (SFZC) was established in 1962 by Shunryu Suzuki Roshi (1904-1971) and is one of the leading Buddhist practice and training centers in the West. The SFZC community has a diverse population made up of internationally known Zen teachers, short- and long-term residential students, non-residential lay practitioners, ordained priests, and visiting guests. We have three California practice centers: City Center (located in San Francisco), Green Gulch Farm (located in coastal Marin County), and

Tassajara Zen Mountain Center (located in the Ventana Wilderness, inland from Big Sur). The purpose of SFZC is to express, embody, and make accessible the wisdom and compassion of the Buddha as taught and practiced in the Soto Zen tradition.

SFZC's long-term vision is to embody diversity, equity, inclusion, and accessibility throughout San Francisco Zen Center's teachings, practice, organizational culture, policies, and operations as a manifestation of our vow to awaken together with all beings.

Position Overview:

The A/R & A/P Specialist is part of SFZC's Accounting Department, and is proficient in working independently while effectively managing the intersection of the organization's internal operations. This role demands a high level of task prioritization, efficient and cooperative management, and process optimization. The A/R and A/P Specialist is committed to maintaining integrity and earning the trust of all stakeholders.

They handle financial transactions and resolve conflicts with patience and respect, ensuring open lines of communication with colleagues. The A/R & A/P Specialist is a crucial role focused on managing and maintaining the financial transactions and records of both Green Gulch Farm (GGF) and Zen Mountain Center (ZMC). The position is divided into four primary areas of responsibility listed below.

Key Responsibilities:

Priority Area 1: GGF and ZMC's Accounts Payable – 40%

Description:



SAN FRANCISCO ZEN CENTER

1. Collaborates with the accounting clerk (also called bookkeeper) of each temple, with other members of the central accounting office, and appropriate senior staff to make sure all invoices, statements, and receipts are received timely and completely.
2. Maintain appropriate accounting records of Green Gulch Farm and Zen Mountain Center's expenses (Accounts Payable) by ascertaining with the appropriate senior staff that the content of invoices, statements, and reimbursement forms corresponds to goods and services actually received; and by filing paperlessly via scanning all documents, and entering in the SFZC's accounting software (Quickbooks) all invoices, statements, and reimbursement forms with signed off approvals, according to the adopted Chart of Accounts, and in correspondence with SFZC's centers and departments responsible for the expenses.
3. Executes and enters in SFZC's accounting software (Quickbooks) payments of invoices, statements, and reimbursements according to the payment method chosen by vendors (checks, direct deposits, online payments).

Priority Area 2: GGF and ZMC's Accounts Receivable – 40%

Description:

1. Categorizes revenues of the two temples by gathering relevant information through the software platforms used for SFZC's sales of goods and services (Square and WebRezPro), and through correspondence with the accounting clerk at each temple, office managers, senior staff, the Development department, and the directors of GGF, ZMC, Hospitality, Programs, etc.
2. Whenever necessary, invoices or refunds clients and residents of the two temples in relation to sales of goods and services or use of temple resources.
3. Monitors overall payments and aging accounts of the residents of the two temples, addresses late payments. Enters received payments in Quickbooks.

Priority Area 3: GGF and ZMC'S Banking –15%

Description:

1. Monitors charges on ZMC and GGF credit cards and verifies expense receipts, in collaboration with the temples' accounting clerks and senior staff. Categorizes credit card expenses according to the Chart of Account, and reconciles statements.
2. Reconciles ZMC and GGF bank account statements in Quickbooks.
3. Issues checks and executes direct deposits and online payments.

Priority Area 4: GGF and ZMC monthly and annual sub-budgets –5%

Description: Monitors monthly expenses of GGF and ZMC's departments and accounts vis-a-vis their forecasted budgets, reviews monthly actual-vs.-budgeted departmental reports of most used GL accounts, and encourages open communication on budgetary patterns and needs with temple directors, kitchen managers, plant managers, and other senior staff as needed. Reports on budgetary needs and trends to the Central Treasurer and the CFO.



SAN FRANCISCO ZEN CENTER

Basic Qualifications:

- Experience with Quickbooks preferred
- 1-2 years experience in related accounting role

Skills Required:

- Organized and detail-oriented
- Ability to prioritize
- Willingness to do both complex and routine tasks
- Comfort with numbers and with learning how to use new software packages
- Patience with finding mistakes
- Ease of communication
- Building strong relationships across the organization to obtain the documentation and information you need

Equipment & Technology Skills Required: Microsoft Excel, Quickbooks, Google Suite required. Square and WebRezPro preferred.

Interested candidates can send a cover letter and resume to humanresources@sfzc.org.