



A Diverse Community Sharing Wisdom Teachings and Social Engagement

285 17th Street
Oakland, CA 94612
www.eastbaymeditation.org

Position Title: Finance & HR Director

The East Bay Meditation Center (EBMC) Finance & HR Director is someone with skills in nonprofit organizational budgeting and financial management, and human resources coordination. The position will be the main staff member overseeing the financial health of EBMC. The Finance & HR Director should be self-driven, detail-oriented, and comfortable giving and receiving feedback in a shared leadership environment. **This is a part-time salaried position at 20 hours per week.**

EBMC is planning to move from a rented space to a purchased building in 2022/2023. The Finance & HR Director will be involved in financial projections and management for building purchase and renovation.

Primary Duties and Responsibilities

- General Finance Management (~10 hours/week)
 - Responsibility for financial health and management of organization
 - Coordinate with contracted Accounts Payable bookkeeper
 - Coordinate Accounts Receivable with contracted bookkeepers
 - Bank deposits
 - Coordinate Finance Committee meetings with members of the Leadership Sangha and development staff
 - With Finance Committee, develop organizational budgets including various project/program budgets
 - With Finance Committee, track cash flow and financial forecasting
 - Coordinate with bookkeepers to materials needed to prepare quarterly financial reports
 - With Finance Committee, track and analyze quarterly financials
 - Administration for center financial accounts (bank, investments) including fraud monitoring
 - Receive and submit payment requests
 - Approve invoices and release payments via Bill.com and process manual checks as needed
 - Maintain organizational financial controls policies
 - Budgeting and finance reporting for grants
 - Propose, shepherd, implement new projects (e.g. teacher honorariums)

- Manage collection of contractor W9s
- Manage recurring payments/subscriptions
- Finance support for Capital Campaign and Real Estate Purchase
 - Budget projections
 - Work with lenders/loans
 - Acquisition cost & tracking
- Program and Practice Group Dana (Donations) Tracking (~5 hours/week)
 - Dana coding by event/practice group
 - Manage Friends of EBMC (Monthly donors program) finance tracking through Salesforce
 - Updates FOEBMC metrics spreadsheet
 - Follow-up on failed donations
 - Manage Benevity & other methods of monthly giving
- Human Resources (~5 hours/week)
 - Run payroll twice a month and one off as needed
 - Manage staff time tracking
 - Benefits administration: (Medical, IRA, etc)
 - Sit on HR Committee with other staff and Leadership Sangha member
 - With HR Committee, manage staff evaluations
 - With HR Committee, assess and plan for staff capacity and integration with budget forecasting
 - Sit on hiring committees as needed
 - Update staff handbook as needed
 - Onboard new hires
 - Coordinate mediations through outside contractors as needed
 - Provide general risk assessment for organization
 - Encourage staff skills development
 - Manage organization liability insurance

Overall Qualifications

- At least 3-5 years of experience in a financial management role
- Experience with HR functions and responsibilities
- Ease with technology including but not limited to Quickbooks Online, Google Workspace, and Salesforce (training available)
- Ability to manage details, while holding the “big picture” financial view of EBMC
- Preferred: Familiarity and experience with the East Bay Meditation Center or similar organization, through participation in practice groups and/or attendance at EBMC retreats or classes
- Skills in working and communicating effectively with people across lines of cultural difference and ability
- Commitment to access and accommodations for people with disabilities, neurodivergent persons, and low income people with limited Internet access
- Effective verbal and written communications skills
- Highly organized, detail oriented, and efficient
- Ability to prioritize tasks in a flexible manner according to changing conditions
- Ability to complete work according to fixed deadlines
- Able to work independently and as a part of a shared leadership team (non-hierarchical, collective model)

- Comfortable with giving and receiving feedback

Working Conditions:

- EBMC Finance & HR Director will work in a Buddhist center environment
- Must have at least 15 weekday, 9am-5pm, hours available, including for staff meetings every other Monday
- Must have reliable internet connection to support remote working.
- Must be available to work onsite at EBMC when needed
- All EBMC employees are required to be fully vaccinated for COVID-19. The organization provides reasonable accommodations pursuant to applicable civil rights laws and absent undue hardship.
- Position is salaried at 20 hours per week but hours are averaged and may require additional hours or less hours at various times
- Compensation: \$31.88 per hour. EBMC staff compensation is based on a flat scale and increases annually with seniority, and cost of living increases as approved by the Leadership Sangha.
- Benefits: This position accrues sick and vacation hours. EBMC offers health insurance coverage, retirement contributions and 8 paid holidays per year. EBMC staff periodically takes Collective Rest, a paid week off, to rest and release the stress of working during a global pandemic

Application Deadline: Application period will remain open until filled. Please send your resume and cover letter to the contact person listed below.

EBMC Contact Person(s) and Contact Information: Xiaojing Wang,
xiaojing@eastbaymeditation.org

Please note: This job description is not exhaustive and is provided to assist the postholder to know what their duties are. It may be amended from time to time, without change to the levels of responsibility appropriate to the grade of the post and in discussion with the postholder. EBMC is an equal opportunity employer and we place a high value on workforce diversity.