

**Karmê Chöling Job Description:  
DIRECTOR OF FINANCE  
May 2020**

As a member of Karmê Chöling's leadership council, the Director of Finance commits to:

- Meditation practice
- Kindness
- Devotion to service.
- Responsiveness to the changing dynamics of society

**Overview of Position**

Holds the day to day operations of Karmê Chöling:

- Reports to the Executive Director
- Cares for, leverages, and grows resources in a fiscally responsible way
- Participates in the development of financial and operational strategy
- Responsible for the accounting operations of the organization, including financial reports, record keeping, internal controls, and compliance with generally accepted accounting principles
- Supervises Finance Manager and Finance Aid Coordinator
- Supports collaboration, coordination, creativity and communication across departments
- Supports the aspiration for manifesting Shambhala culture in the workplace
- Fosters a sane, caring and well-trained community
- Cultivates and maintains healthy collaboration with the broader Shambhala mandala

**Key Tasks and Responsibilities**

**Planning**

1. Assist in formulating the organization's future direction and supporting tactical initiatives
2. Monitor and direct the implementation of strategic business plans
3. Develop financial strategies

4. Manage the capital request and budgeting processes

### **Operations**

1. Participate in key decisions as a member of the KCL leadership council
2. Maintain in-depth relations with all members of the management team
3. Oversee the timely operations of the finance department, regarding
  - a) Accounts payable paid
  - b) Accounts receivable collected
  - c) Debt payments made
  - d) Payroll processed
  - e) Orderly accounting filing system
4. Oversee a system of controls over the organization's transaction processing systems and separation of duties systems
5. Assure that employee benefit plans are cost-effective
6. Supervise acquisition due diligence

### **Financial Information**

1. Issue timely and complete financial statements
2. Calculate and issue financial and operating metrics
3. Manage the production of the annual budget and forecasts
4. Calculate variances from the budget and report significant issues to management
5. Provide for a system of management cost reports
6. Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations

### **Compliance**

1. Coordinate the annual provision of financial information to Shambhala and organization's bank
2. Monitor debt levels and compliance with debt covenants
3. Comply with local, state, and federal government reporting requirements and tax filings
4. Monitor all open legal issues involving the organization, and assist in monitoring legal issues affecting the overall field
5. Maintain appropriate insurance coverage

6. Assist in ensuring that the organization complies with all legal and regulatory requirements

### **Funding**

1. Monitor cash balances and cash flow forecasts
2. Arrange for debt and equity financing
3. Invest funds
4. Maintain banking relationships

### **Knowledge, Skills and Abilities**

1. A Shambhala practitioner who has attended Enlightened Society and Warrior Assemblies
2. Working understanding of electronic bookkeeping and accounting software. Competent with Microsoft Excel and forecasting tools. Working knowledge of Sage/Peachtree is a plus.
3. Familiar with Generally Accepted Accounting Practice and nonprofit accounting
4. Strong level of written and oral communication skills

### **Experience/ Education/ Certification Requirement**

1. A degree in accounting or business administration, or equivalent work experience
2. Progressive responsibility for an organization or a department
3. Experience partnering with an executive team