JOE ANNOUNCEMENT
FINANCE MANAGER

“Teaching is not done by talking alone. It is done by how you live your life. My life is my teaching. My life is my message.” — Thich Nhat Hanh, *At Home in the World*

Do you want to work in an organization that transforms lives and makes a difference in the world? Do you want to use your practice of mindfulness to create a more compassionate, peaceful, and mindful society? This is a call to serve, a chance to bring meaning into the world.

ORGANIZATIONAL BACKGROUND AND CULTURE

The Thich Nhat Hanh Foundation is the fundraising arm and a communications hub of the Plum Village Community of Engaged Buddhism (PVCEB), Zen Master Thich Nhat Hanh’s nonprofit organization in the United States. The Foundation was established in 2011 to raise funds for the continuation of Thich Nhat Hanh’s teachings and practices. We are also involved in communications and outreach for the International Plum Village Community, a worldwide network of 11 mindfulness practice centers and various mindfulness initiatives in Thich Nhat Hanh’s Plum Village tradition. We are fortunate to be guided by monks and nuns on our volunteer working board, along with long-time, lay mindfulness practitioners and students of Thich Nhat Hanh, making for a supportive, collaborative, and mindful culture. We see siblinghood as our most important asset and love and healing as our most valued profit. For more information, please visit tnhf.org.

POSITION SUMMARY

The Thich Nhat Hanh Foundation is seeking an experienced, compassionate, and mindful professional to assume the role of Finance Manager. The position is responsible for managing the financial activities of the organization, including financial analysis and planning, accounting operations and reporting, budgeting, financial and regulatory compliance and reporting, and grants administration. The Finance Manager provides guidance to senior management, supports Board relations through clear communication of financial reporting and analysis, and interfaces with external parties on financial matters,
including accounting services, bank relations, and vendor invoices. As part of a multifaceted organization, this position will be a critical part of structuring our accounting and reporting functions. They will also work closely with other initiatives in the International Plum Village Community to support consolidated financial reporting. The Finance Manager reports to the Executive Director of the Thich Nhat Hanh Foundation.

RESPONSIBILITIES

- Manage the creation, improvement, and implementation of financial policies and procedures for the organization in line with nonprofit requirements
- Oversee the routine generation of timely and accurate internal and external financial reports, including monthly and annual financial statements
- Lead and monitor the annual budgeting and planning process in conjunction with the Executive Director
- Effectively communicate and present financial matters to the board and senior management
- Provide financial analyses, reports, models, and forecasts
- Provide useful financial insights to help make decisions about formulating and implementing sustainable strategies and programs
- Collaborate with the International Plum Village Community’s centers and initiatives on process and systems improvement for reporting and accounting
- Oversee the accuracy of the organizational accounting records and maintain the chart of accounts
- Ensure financial information that substantiates compliance with donor designations, restrictions and conditions, and grants and contracts
- Establish and monitor adequate internal controls
- Supervise month-end closings and bank reconciliations
- Other duties as assigned by supervisor

SKILLS AND QUALIFICATIONS

The ideal candidate is knowledgeable, experienced and supportive of Thich Nhat Hanh’s Plum Village tradition, Buddhism, or mindfulness. They will be able to communicate with
audiences in a way that is consistent and authentic with Thich Nhat Hanh’s teachings and trainings. Grounded in a diligent mindfulness practice, they will have a passion for continuing the legacy of Thich Nhat Hanh and the International Plum Village Community from a place of openness and compassion.

- Bachelor’s degree in accounting, finance or related field (CPA is preferred but not required)
- At least 5 years of broad finance and accounting experience (preferably in a nonprofit organization with a budget of at least $3 million), including hands-on experience in a complex, nonprofit organization that has multiple programs and a high volume of financial transactions
- Solid experience in coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, grants administration, payroll, and benefits
- Strong verbal and written communication skills with the ability to communicate and present complex data in a user-friendly and concise manner to individuals with varying levels of financial acumen, including board members, senior management, or other key stakeholders
- Very strong attention to detail and precision
- Keen analytic, organization, and problem solving skills which support and enable sound decision making
- Fluent in the use of GAAP and FASB financial guidelines
- Knowledgeable about federal and state nonprofit taxes and registrations
- Excel at or are comfortable using accounting systems such as QuickBooks, Sage Intacct, and Bill.com
- Strong Excel skills including the use of filters, searches, conditional formatting, data manipulation, and pivot tables
- Proficiency with common integrated applications such as Google Workspace, Microsoft Office, and Asana and the ability to learn new programs quickly
- Excellent time management skills, with the ability to perform multiple tasks and meet deadlines while maintaining accuracy and quality
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- Flexibility in working with a shared leadership structure and in cross-functional teams
- Ability to work well independently as well as to function effectively as a member of a diverse international team
- Welcomes other points of view and ideas, recognizing and embracing different and contrary perspectives with kindness, curiosity, and encouragement
- Bilingual (English/Vietnamese) is preferred but not required
- Experience with human resources functions a plus
- A desire to bring more mindfulness, kindness, and peace into the world

LOCATION AND WORKING CONDITIONS

- This position is remote but with an opportunity to work out of the Foundation’s office at Deer Park Monastery in Escondido, California
- We prefer, but don’t require, residence near one of the three U.S. monasteries (Escondido, California; Pine Bush, New York; or Batesville, Mississippi)
- Ability to occasionally travel out-of-town and overnight to our various mindfulness practice centers

COMPENSATION AND BENEFITS

Thich Nhat Hanh Foundation offers a competitive salary and benefits package, including full health and dental insurance, paid vacation, health leave, and paid holidays. The Finance Manager is a full-time, exempt position. The salary is commensurate with skills and experience.

We are an equal opportunity employer and actively work to ensure fair and equal treatment of our employees and constituents regardless of differences based on culture, socioeconomic status, race, marital or family situation, gender, age, ethnicity, religious beliefs, physical ability, or sexual orientation.

APPLICATION PROCESS

Confidence can sometimes hold us back from applying for a job even though there’s no such thing as a “perfect” candidate. The Thich Nhat Hanh Foundation is looking
for exceptional and caring people who want to practice right livelihood, make a positive
difference through their work, and help create an organization where everyone can thrive.
So we encourage you to practice Thich Nhat Hanh’s teaching of “be beautiful, be yourself”
and apply if this role would make you excited to come to work every day.

Please send the following materials electronically to work@tnhf.org by September 19, 2021:

- Cover letter explaining your interest in this position, our organization, and how your
  experiences and skills, both professionally and spiritually, match this position
- Resume
- Contact and relationship information for three references