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JOB ANNOUNCEMENT

Richmond Area Multi-Services (RAMS) is currently searching for an
Accounting Assistant
for the Accounting Department

This individual will assist the Accounting Manager in various accounting functions including, but not limited to, journal entries, reconciliation, payroll, subsidiary ledger schedules, data entry, and filing. The ideal candidate should possess strong accounting knowledge, analytical ability, and interpersonal skills. RAMS is a nonprofit community-based agency providing mental health & related services to Russian & Asian-language speaking populations. Because our staff demographics is reflective of the client population we serve, applicants who are bilingual in Russian &/or an Asian language are highly encouraged to apply.

Salary Range: \$33,000 - \$38,000/yr DOE + health coverage and generous leave benefits

Status: Regular Full-time 40hr/wk, Non-Exempt

Essential Job Duties Include, But Not Limited to:

1. Assists in month-end and year-end financial closing process: journal entries, reconciliation, supporting schedules, data entry, and filing
2. Handles semi-monthly and on-demand payroll processing including data collections, system maintenance, data entry, paycheck distribution, and filing
3. Maintains Paid Time Off (PTO) information and other management reports
4. Provides support services to employees and supervisors
5. Performs other accounting duties as assigned

Required Educational Level and Experience:

1. Bachelor's degree in Accounting required
2. One to two years of accounting experience preferred

Other Qualifications:

1. Willing to learn
2. Flexible
3. High level of accuracy
4. Ability to maintain confidentiality
5. Strong analytical and communication skills
6. Proficiency in MS Excel, Word, and Outlook
7. Experience with computerized accounting applications such as MIP and ADP
8. Commitment to engaging in professional development activities such as trainings, continuing education seminars, and reviewing up-to-date material, etc., as related and pertinent to the job.
9. Strong interpersonal skills and ability to work effectively, function independently, and interact professionally with a diverse, multi-cultural, and interdisciplinary staff of all levels.

Interested applicants: send cover letter & resume to Katelynn Luong, Human Resources Assistant, at katelynnluong@ramsinc.org . Position will remain open until filled.