



JOB ANNOUNCEMENT

Are you searching for an opportunity to:

- *Gain entry-level experience in working in a community-based nonprofit environment?*
- *Apply your accounting skills and administrative talents towards a job with purpose and meaning?*
- *Be part of a nationally-recognized and long-standing organization which has direct positive impact on underserved & disenfranchised populations?*

Richmond Area Multi-Services (RAMS) is currently searching for
A candidate with strong accounting knowledge, analytical ability, & interpersonal communication skills
for the position of

Accounting Specialist
for the RAMS Accounting/Finance Department
Located at 639 14th Ave, San Francisco

Salary Range: \$43,000 - \$47,000 annual

Status: Full-Time (40 hrs/wk) during Monday through Friday

Benefits: Health insurance coverage + generous leave benefits

Your role: You will be trained to (i) handle accounts payable coding and document reviews, (ii) perform accounting and finance functions for assigned programs of RAMS, including, but not limited to, government contracting & budgeting, billing, payroll process, journal entry preparation, account analysis & reconciliation, management reports, monthly and year-end closings, and audit assistance, and (iii) serve as a backup for other accounting staff as needed.

Minimum Required Qualifications:

1. Bachelor's Degree in Accounting/Finance/Business. Applicant with other BA/BS degree may be considered if in possession of significant relevant/similar nonprofit accounting work experience.
2. Demonstrated experience with accounting &/or payroll systems, especially web/cloud-based
3. Proficiency in MS Excel, Word, and Outlook, and accounting/finance software & programs
4. Solid knowledge of accounting concepts, processes, and applications
5. Excellent demonstrated analytical skills, highly organized & detail oriented, and resourceful
6. Strong interpersonal and verbal & written communication skills
7. Ability to maintain strict confidentiality

Other Preferred Qualifications:

1. At least one year of Accounting/Finance experience in nonprofit accounting, especially with local City/County contracts
2. Strong commitment to the philosophy, goals, & mission of RAMS in providing community-based, culturally competent, and consumer-guided mental health services to the community
3. 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: Email [cover letter](#) and [resume](#) to Human Resources - Recruitment, at jobs@ramsinc.org Position will remain open until filled.

RAMS is an Equal Opportunity Employer and committed to embracing diversity and consider all applicants for all positions without regard to race, color, national origin, ancestry, sex, gender, sexual orientation, sexual identity, age, religion, creed, disability (actual or perceived), medical condition including genetic characteristics, marital status, domestic partnership status, citizenship, military service, height, weight, HIV/AIDS status, or any other characteristic protected by state or federal law or local ordinance.



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Essential Job Duties Include, But Not Limited to:

1. Processes invoices and employee reimbursements
2. Reviews timesheets, with a significant percentage of time performing Payroll for 400+ employees with a large variety of allocation codes, hours/FTE, statuses, etc.
3. Private insurance claims receivables
4. Grant invoicing and reconciliation
5. Assisting in payroll/employee database management
6. Communicating with, and fielding inquiries and requests from, employees and vendors
7. Respond to payroll/paycheck related questions and assist in resolving discrepancies
8. Filing, recordkeeping, and upkeep/maintenance of financial documents & records
9. Assist in the review of financial performance of assigned programs
10. Assists in renewal of government contracts & budget formations, account reconciliations, month-end closings, and year-end audit
11. Serves as a backup person for other accounting staff
12. Other accounting duties as assigned

Reports To: Chief Financial Officer

ABOUT RAMS: Richmond Area Multi-Services is a private, non-profit mental health agency that is committed to advocating for and providing community based, culturally-competent, and consumer-guided comprehensive services, with an emphasis on serving Asian & Pacific Islander Americans. Founded in San Francisco's Richmond District in 1974, our agency offers comprehensive services that aim to meet the behavioral health, social, vocational, and educational needs of the diverse community of the San Francisco.

RAMS is recognized by the local and national social service community as having expertise in providing culturally competent mental health services to the underserved, with expertise in working with the Asian & Pacific Islander (A&PI) and Russian-speaking populations. The agency has received numerous awards for culturally competent service delivery, clinical training, employment of people with disability, and community leadership.

CHECK US OUT AT WWW.RAMSINC.ORG

Why work at RAMS? We offer our employees competitive benefits, social and professional development opportunities, and other discount, support, and recognition programs. RAMS was awarded & honored by the Mental Health Board of San Francisco for its Exceptional Programs and People, for creating and fostering a healthy workplace for employees.

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