



JOB ANNOUNCEMENT

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

Founded in 1974, Richmond Area Multi-Services, Inc. (RAMS) is a private, non-profit comprehensive mental health agency that is committed to providing community-based, culturally competent, and consumer-driven services that meet the behavioral health, social, vocational, and educational needs of the diverse community of the San Francisco Area, with an emphasis on serving the Asian & Pacific Islander Americans. The target population of RAMS includes the diverse community of the San Francisco Area, residents of Richmond district, and Asian & Pacific Islander American and Russian-speaking populations. With over 200 staff members and annual budget of approximately \$11 million, each year the agency serves well over 6,000 adults/older adults, children, and their families by offering over 30 programs at varying levels of care to meet the diverse needs of our client population. RAMS' dedicated staff members provide services in over 20 languages and dialects, including Burmese, Cambodian, Chinese (Cantonese, Mandarin, Toishanese, Taiwanese), Japanese, Korean, Tagalog, Thai, and Vietnamese, and Russian.

Salary Range: \$38,000 - \$42,000 annually, depending on experience

Status: Full-Time (40 hr/wk)

Benefits: Health insurance coverage + generous leave benefits

This individual will perform various accounting functions including, but not limited to, journal entry preparation, payroll processing, cash management, accounting for insurance and employee benefits, reconciliation, supporting schedules and reports, monthly and year-end closings, audit assistance, and backup for other accounting staff as needed.

Essential Job Duties include, but are not limited to:

1. Prepares journal entries and supporting schedules for monthly closing and audit.
2. Assists in payroll processing and cash management.
3. Handles accounting transactions in insurance and employee benefits.
4. Reconciles general ledger account balances.
5. Serves as a backup person for other accounting staff.
6. Other accounting duties as assigned.

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.

Minimum Required Educational level & Experience:

1. Bachelor's degree in Accounting required.
2. Two to five years of accounting experience preferred.
3. Experience with not-for-profit accounting highly preferred.

Other Requirements:

1. Proficiency in MS Excel, Word, Outlook, and computerized accounting applications such as MIP.
2. Strong analytical and communication skills with high level of accuracy and flexibility.
3. Ability to maintain confidentiality.

ADD'L REQUIREMENTS LISTED ON FOLLOWING PAGE

RAMS is a non-profit community-based agency providing bilingual & bicultural mental health and related services to our community. We are 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.



JOB ANNOUNCEMENT

4. Strong commitment to the philosophy, goals, & mission of RAMS in providing community-based, culturally competent, and consumer-guided mental health services to the community.
5. Strong interpersonal skills and ability to work effectively, function independently, and interact professionally with a diverse, multi-cultural, and interdisciplinary staff of all levels.
6. Applicants with ability to provide bilingual & culturally competent services in other language, Cantonese, Russian, Spanish, or Vietnamese, HIGHLY ENCOURAGED TO APPLY due to the nature of the populations served by this position.

Reports to: Chief Financial Officer

Interested applicants: send cover letter & resume to Trina de Joya, Human Resources Manager, at trinadejoya@ramsinc.org Position will remain open until filled.

RAMS is a non-profit community-based agency providing bilingual & bicultural mental health and related services to our community. We are 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.