

**Richmond Area Multi-Services (RAMS)
Chief Financial Officer**

RAMS is seeking an experienced Financial Executive to join as the organization prepares to launch into a new strategic plan to identify how to best continue serving the community.

Founded in San Francisco's Richmond District in 1974, [RAMS, Inc.](#) provides community-based, culturally-competent, consumer-guided comprehensive mental health services in the San Francisco Bay Area, with special focus on the Asian & Pacific Islander American and Russian-speaking populations. Over 30 clinical programs delivered through 130+ sites support the behavioral health, social, vocational, and educational needs of a very diverse community. Services include:

- Adult & Older Adult and Children, Youth & Family Outpatient Services
- Behavioral Health & Consultation Services at schools, youth centers, and childcare sites
- Peer Wellness and Recovery, Counseling, Outreach, and Training Services
- Adult Residential Facility and Integrated Behavioral Health & Medical Support Services
- Vocational Training and Employment Services
- Doctoral Internship in Clinical Psychology
- Psychological Assessment and Testing
- Adult and Youth Workforce Development & Career Pathways and Education
- Clinical, Cultural, and Organizational Consultation
- Outreach and Community Advocacy

The FY2017-2018 annual operating budget is about \$24 million, with approximately 95% funded through state and local government contracts and agreements. The organization has 350 employees, 25 interns/trainees and many volunteers, with staff mirroring the multicultural and multilingual diversity of the community. Known for innovative programming and collaborative agreements with a number of public and nonprofit community partnerships, RAMS has received numerous awards for culturally competent service delivery, clinical training, employment of people with disabilities and community leadership.

Last year, RAMS hired a forward-thinking Chief Executive Officer who is looking at the organization's place in the community, opportunities to innovate and serve more people in a holistic way, and how to diversify funding. The organization recently hired its first Director of Development to set the stage for increased contributed revenue so that RAMS can be more nimble when determining how best to improve client services, modernizing operating infrastructure, and enhancing professional development opportunities for staff.

BASIC FUNCTION

Reporting to the President and CEO, the CFO will work closely with the Executive Staff, Board Chair and the Finance and Audit Committees. The CFO will be joining an experienced, professional and motivated executive team, and will play a key role in strategic planning that will impact the next several years. The CFO currently has a team of four.

The CFO will lead the administration of organization's finance functions and manage the accounting, budgeting, reporting and management information systems and processes. Specifically, the CFO will manage and perform duties and tasks associated with all aspects of financial administration, including: financial accounting and controls; budgeting; analysis and

reporting; payroll; insurance; treasury, cash management and banking relationships, financial management of capital projects and the systems required in these areas. Additionally, the CFO will be responsible for contracts management with vendors, and will oversee compliance and recognition for government contracts and private grants.

The CFO will collaborate with and be a thought partner to the CEO and the Executive Team to ensure that program and organizational budgets are developed and provided to program teams in a timely manner, allowing them to manage their budgets and plan for future growth.

This position requires a hands-on individual who will personally grapple with and resolve issues in real time. It is important that the CFO have a growth and innovation mindset but be grounded in pragmatism, serving as a partner, advisor and implementer to the CEO and Executive team for financial policies, procedures and practices, and for agency-wide matters and new initiatives. This is a group that values collaboration, transparency, integrity and a supportive team spirit.

PRIORITIES AND RESPONSIBILITIES**IMMEDIATE PRIORITIES:**

- Quickly get to know RAMS – its culture, constituents, funding structures, programs, current and future operational needs, people, its place in the community and its potential.
- Establish strong working relationships with colleagues and the Chairs of the Board, Finance and Audit Committees; strengthen and sustain a culture of transparency, collaboration, communication, teamwork and integrity.
- With the CEO and Executive Team, review, manage existing and establish new internal systems and controls, operations, processes and financial procedures to ensure the integrity of the financial information and reporting.

FINANCIAL ACCOUNTING AND CONTROLS:

- Review, streamline and make transparent RAMS' financial apparatus; review chart of accounts, current accounting systems and control procedures, audit trails, financial documentation and workflows; ensure a strong financial controls infrastructure that allows for the flexibility required for growth.
- Ensure that actual expenditures are in alignment with budget plans; work with all departments to manage and control spending; forecast and manage cash flow to ensure that cash on hand is adequate to meet obligations and future needs.
- Oversee reporting for contracts; tax matters; coordination of compliance audits; collection of earned fees; monthly and annual general accounting close and financial reporting; administration of financial relationships with partners and vendors that provide services to RAMS or for whom RAMS provides services; adhere to GAAP principals; facilitate and coordinate audit activities.
- Responsible for government contract management including the structuring of direct and indirect costs, and negotiation of contract applications, compliance and reporting.
- Provide accurate, timely and succinct information on the financial status of all programs and departments to the CEO, Chair of the Board and Finance Committee upon request;

develop long and short-range financial plans, and prepare accurate and timely financial and operating reports for the CEO and the Board.

OTHER RESPONSIBILITIES:

- Proactively provide leadership and guidance to the organization; specifically, provide expertise in all financial matters, voicing financial and regulatory implications of pending decisions.
- Provide exceptional leadership and development of the finance and accounting team staff. Organization-wide, provide orientation and training to new staff and board members, and ongoing support to those with fiscal and budgetary oversight.
- Lead the budgeting process, including the framework for budget preparation, reporting and variance analysis; create forecasts and other financial tools to support the executive team in the development of philanthropic support and in reviewing programs from a financial perspective.
- Serve as the fiscal liaison and maintain positive relationships with funding sources and contracting agencies.
- Develop and utilize forward-looking, predictive models and financial analyses to provide insight into the organization's operations and business plans; responsible for all treasury functions, including managing cash, investment management and developing and sustaining banking relationships.
- Engage in cost analysis and risk management activities; evaluate investments and projects.
- Oversee vendor relationships for payroll, facilities and management information systems, ensuring compliance with applicable regulations and are secure from inappropriate access or use.
- Work with staff and vendors to prepare applications and renewals for insurance, Worker's Comp, 401(k), ACA reporting, and IRS/tax-related documentation.

IDEAL EXPERIENCE AND QUALIFICATIONS

The ideal candidate should have the following experience and qualifications:

- Five+ years' experience senior leadership as the #1 in charge of financial oversight and management in the nonprofit, public or business sector, and with an organization at least \$10M in size that has various revenue streams.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting and revenue recognition issues; knowledge, experience and application of GAAP; strong, hands-on background in managing general accounting, budgeting and planning, procedures and controls, and analysis and reporting.
- An understanding of the strategies and mechanics of budgeting for funding and managing the expenses of nonprofit organizations.
- Business acumen and data-orientation to identify new opportunities and drivers of revenue generation and business decisions.

POSITION DESCRIPTION

April 2018

- Experience in procurement, administration and evaluation of government contracts and grants; facility with working with public funding agencies.
- Comfort with technology; experience working with various computer and financial programs and platforms, MIP, and nonprofit accounting and financial reporting systems; an ability to successfully integrate financial and information systems to support an evolving organization.
- A mature level of judgment and decision-making in a changing, forward-thinking service environment; the ability to collaborate and explain financial concepts to people with various degrees of technical financial knowledge; a high energy level and an ability to solve problems and manage multiple activities and responsibilities;
- A Bachelor's degree in accounting or a related field. Master's Degree in Accounting or Business, and CPA is preferred.

PERSONAL CHARACTERISTICS

The successful candidate should have the following characteristics:

- A commitment to RAMS' mission and goals, including culturally-competent service delivery in a community setting;
- The ability to interact easily with the board, colleagues, staff, and stakeholders. Excellent interpersonal skills and the ability to interact with a diverse community and multi-disciplinary staff.
- The ability to communicate effectively in writing and orally; can communicate complex financial information in a concise way, engaging way; willingness to translate financial and accounting knowledge to all staff levels.
- The maturity to focus on effective and practical action; a person with integrity who is able to deliver both good and bad news and is able to solve problems; organized, reliable, consistent, extremely ethical.
- A team player who understands and can communicate the business implications of plans and service strategies and who is able to creatively design and explore systems and procedures that fit current and long-term needs that are consistent with RAMS' mission and goals.

For more information please contact:

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