



# *Job Announcement*

## **Rafiki Coalition for Health and Wellness**

601 Cesar Chavez Street  
San Francisco, CA 94103

Rafiki Coalition for Health and Wellness is seeking an Accounts Payable II Specialist to join our team. Rafiki Coalition's mission is to eliminate health inequities in San Francisco's Black and marginalized communities through education, advocacy, and by providing holistic health and wellness services in a culturally affirming environment.

**Job Title:** Accounts Payable II Specialist

**Program:** Rafiki Coalition for Health & Wellness

**Status:** Full-time, Exempt (40 hrs./week, Monday – Friday)

**Salary:** \$72,800 - \$75,00 DOE

**Benefits:** Paid Holidays, vacation, sick time accrual, 401K, life insurance, medical, dental and vision

**To Apply:** Send resume w/cover letter to;

- [Lamonica@rafikicoalition.org](mailto:Lamonica@rafikicoalition.org) with subject line: Accounts Payable II Specialist
- Or applied on Work For Good or Indeed.com

We seek mission-driven, passionate candidates from backgrounds that represent and/or have cultural knowledge of the clients being served. The Accounts II Payable Specialist provides a variety of task related to supporting accounting and administrative activities related to the Finance Department and overall operations of the agency. We aim to foster an environment of inclusion and belonging for our workforce and to create a team that reflects the diversity, including San Franciscans, served in our program. Duties to include but are not limited to the following:

(1) accounts payable

(2) accounts receivable including but, not limited to payment and receipt of money; computing, classifying records, reconciling transactions into the agency's accounting system, application/maintenance of revenues into QuickBooks accounting system, maintenance of accounts receivable, general ledger

(3) administrative support which relates to all systems that support agency revenues for programming

(4) Administrative support, file upkeep and finance related communications. This position reports to the Revenue Support Specialist and the Finance Director



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## **Essential Required Qualifications:**

- Bachelor's degree in accounting or business or at least 2-3 years of verifiable general accounting experience
  - Strong working knowledge and experience with accounting terminology and procedures, including accounting filing and detailed records keeping, check processing, data entry and cash applications
  - Strong working knowledge with accounting software (QuickBooks Online)
  - Microsoft Office software, including Word, Excel, etc.)
  - Well organized and attentive to detail
  - Ability to prioritize and still meet deadlines
  - Strong ability to maintain confidentiality
  - Excellent data review and processing skills.
  - Good communication and interpersonal skills
  - Ability to analyze and solve problems
  - Ability to demonstrate reliable skills in sorting, double checking, counting, and verify numbers
  - Ability to perform all accounting procedures assigned and/or trained In
- Experience working with a diverse staff and constituencies.
  - Experience working in nonprofit or public sector strongly preferred
  - Operate with the utmost degree of integrity, confidentiality and commitment to quality
  - Ability to work independently, show initiative, demonstrate time management, leadership and follow through on tasks and assignments with minimal supervision
  - Display sound judgment in a variety of situations
  - Good verbal, written and interpersonal skills.
  - Sense of humor and developed emotional intelligence.
  - Works from a framework of racial equity and harm reduction when working with practitioners, contractors and/or clients.
  - Strong interpersonal skills; ability to interface professionally with a diverse, multi-cultural, and interdisciplinary staff at all levels.
  - San Francisco resident familiar with the community and its members preferred.

## **PHYSICAL DEMANDS**

- **Position is an in person, in office position (non-remote)**

*Rafiki Coalition does not exclude, deny services to, or otherwise discriminate against any person on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, religion, pregnancy, veteran status or disability in admission to, participation in, or receipt of the services and benefits of any of its programs and activities or in employment therein, whether carried out by Rafiki Coalition directly or through a contractor or any other entity with whom the agency arranges to carry out its programs and activities.*