

# APLAHealth



APLA Health's mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at [aplahealth.org](http://aplahealth.org).

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***We offer great benefits, competitive pay, and great working environment!***

*We offer:*

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *12 Paid Holidays*
- *3 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched 403b Retirement Plan*

***This is a great opportunity to make a difference!***

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This position will pay \$28.03 - \$34.82. Salary is commensurate with experience.

## **POSITION SUMMARY:**

Perform accounting functions to assist the department in timely and accurate financial reporting and control of assets.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Sort incoming department mail.
- Endorse and summarize incoming checks; pass to AP Specialist for desktop deposit.
- Record daily auto-deposits & incoming ACH bank activity.
- Upload outgoing positive pay lists/EFTs to bank website.
- Record 340B receivables.
- Reconcile monthly incentive use for accounting manager posting.
- Cross train with staff accountant to perform subcontractor activity posting for County and Medi-Cal Waiver invoicing of home-based case management program.
- Cross train staff accountant to perform general accountant duties.
- Assist Accounting Manager with duties and tasks as identified.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

## **REQUIREMENTS:**

Training and Experience:

- A minimum of an Associate degree is required; Bachelor's degree preferred.
- A minimum of 4 years accounting experience required.
- A minimum of 2 years of nonprofit accounting is required.
- Proficient in use of MS Excel, Word and MIP Fund Accounting or a similar nonprofit financial accounting system is required.
- Experience in healthcare industry is a plus.
- Knowledge of Generally Accepted Accounting Principles.

Ability to:

- Organize, prioritize and maintain multiple projects simultaneously.
- Develop systems and procedures to facilitate the completion of projects and tasks.
- Communicate effectively, persuasively, and professionally both verbally and in writing.
- Work independently and collaboratively.
- Work effectively under pressure.
- Follow timelines and adhere to strict deadlines.
- Be attentive to details.
- Perform auditing functions.

## **WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper.

**SPECIAL REQUIREMENTS:**

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes.

COVID-19 Vaccination and Booster or Medical/ Religious Exemption required.

Equal Opportunity Employer: minority/female/disability/transgender/veteran.

**To Apply:**

Visit our website at [www.aplahealth.org](http://www.aplahealth.org) to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=93177&clientkey=A5559163F67395E0A2585D2135F98806>