APLA Health’s (AIDS Project Los Angeles) 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.

**APLA Health is currently seeking a Chief Financial Officer to join our Los Angeles location! 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
- 10 Paid Holidays
- 3 Personal Days
- 20 Vacation Days
- 12 Sick Days
- Metro reimbursement or free parking
- Employer Matched 403b Retirement Plan

*This is a great opportunity to make a difference!*
Chief Financial Officer

POSITION SUMMARY:
Reporting to the Chief Executive Officer, the Chief Financial Officer will have complete responsibility for all finance and healthcare billing functions of the organization and leadership of the Finance and Billing departments. As a member of the senior executive management team, the CFO will have direct involvement with organizational strategy development and implementation and be primarily responsible for fiscal strategic planning, forecasting, monitoring and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Serve as a Corporate Officer of APLA Health & Wellness.
- Direct the preparation of all financial reports, including income statements, balance sheets, monthly financial and operational performance reports to the Board of Directors and Committees, tax returns and all reports for government regulatory agencies.
- Oversee accounting department and budget preparation, including overall agency budgets as well as FQHC program budgets, individual grant budgets and budget modifications and reports.
- Review reports to analyze projections of agency revenue and profit against actual figures, budgeted expenses against final totals and suggest methods of improving the planning process as appropriate.
- Develop budgets and financial materials (including Finance and Billing and Collections operating policies) and provide analyzed data for FQHC-related grant submissions and reporting including annual Budget Period Progress Reports, Service Area Competition applications and Operational Site Visits; oversee preparation of finance components of annual OSHPD and UDS reports.
- Prepare and submit annual Medicare Cost Reports, Medi-Cal Reconciliations, and PPS Rate Cost Reports (interim and final). Oversee audits of these reports.
- Develop and oversee revenue cycle management, including Medi-Cal and Medicare billings, IPA and other managed care plan billings, and enrollment with commercial insurance providers as required; develop and implement collection procedures; provide training and feedback to billing and clinic front office staff to ensure accuracy of insurance information in eClinicalWorks.
- In consultation with CEO and legal counsel, as appropriate, manage agency legal matters.
- Act as primary liaison for banking and investment relationships to ensure efficient cash/investment management.
- Serve as primary liaison to the Treasurer of the Board of Directors and the Chairs of the Audit and Finance Committees.
- Directly supervise Controller, Finance Director and Revenue Cycle Manager, and indirectly supervise Grants Manager, Staff Accountant, Payroll & Benefits Specialist, Accounts Payable Specialist, Revenue Cycle Supervisor, and Healthcare Billing and Collections Specialists.
- Responsible for the organization’s financial risk management functions, including ensuring appropriate insurance coverage.
- Provide strategic financial input and leadership on key agency partnerships; i.e., AIDS Walk Los Angeles.
- Meet regularly with department heads to keep informed and to offer direction on finance/budget matters.
- Assist the CEO in implementing the mission and goals of the agency.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.
REQUIREMENTS:

Training and Experience:
CPA required. Bachelor’s degree required. MBA preferred. Minimum of seven years of progressively greater responsibility in management and finance in public or private sector institutions, with responsibility for managing a budget of more than $15 million. Staff supervision and staff development experience required.

Excellent verbal and written communication skills.

Proficiency in MS Word, Excel and PowerPoint. Experience with Abila MIP accounting system preferred.

Knowledge of:
Healthcare operations including public and private medical reimbursement sources, including but not limited to Medicaid and Medicare. Federally Qualified Health Center (FQHC) experiences a plus.

Ability to:
Relate well with senior management and other staff. Excellent analytical and abstract reasoning skills, plus excellent organizational skills.

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.


To Apply:
Visit our website at www.aplahealth.org to apply or click the link below:

https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=42496&clientkey=A5559163F67395E0A2585D2135F98806