



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.

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*
- *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!

POSITION SUMMARY:

Responsible for financial and data analysis of APLA Health business activities, including supporting the compliance oversight for the 340B Drug Pricing Program. The Business Analyst will compile data analytics, perform internal 340B program audits, and prepare reports and analyses as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Documents, reviews and updates policies and procedures to ensure effectiveness and compliance with state and federal regulations related to 340B.
- Assures compliance with 340B Program requirements of qualified patients, drugs, providers, vendors, payers and locations.
- Designs and maintains regular internal self-audits for the compliance of the 340B program; coordinates the annual 340B compliance audit of all contract pharmacies with independent auditors. Coordinates and ensures remediation of any self-audit or external audit findings.
- Oversees the annual external audit of the 340B program, as well as potential HRSA audits.
- Prepares and distributes monthly invoices to contract pharmacy partners.
- Prepares quarterly settlement statements for contract pharmacies.
- Provides financial analysis and modeling of clinical and business operations as requested.
- Designs and prepares financial and data reports, as directed and as independently determined, to assist with determination of compliance and profitability.
- Identifies areas of analytical focus for the organization's service delivery/performance and evaluation of potential areas of opportunity and risk.
- Communicates operational impact of analytical findings/decision support.
- Creates data sets, extracts and synthesizes data; conducts and interprets quantitative and qualitative analyses.
- Develops knowledge and maintains awareness of current regulations, trends, and issues pertaining to federally qualified health centers.
- Maintains strictest confidentiality; adheres to all HIPAA guidelines/regulations.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

- Bachelor's degree required; Finance or Business major or other similar major required.
- MBA or MPH degree or three or more years of experience working in a highly regulated environment developing assessments, including corrective action planning, is required.
- Experience in data and financial analysis and regulatory compliance is required.
- Experience in healthcare and pharmacy industry/operations helpful.

Knowledge of:

- 340B Drug Pricing Program and contract pharmacy operations.
- Electronic health records and data reporting.
- Strong Microsoft Excel skills.

Ability to:

- Communicate effectively with providers, other staff, and outside vendors. Must be well-organized and detail-oriented.
- Strong analytical and written communication skills in order to prepare complete and accurate program reports and records. The ability to analyze and interpret data is required.

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.

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

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=51797&clientkey=A5559163F67395E0A2585D2135F98806>