

# 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*
- *10 Paid Holidays*
- *5 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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## **POSITION SUMMARY:**

Perform all accounts payable related functions necessary for the timely payment of invoices, including entering invoices, processing checks, and distributing checks.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### Invoice / Expense & Mileage Reports / Check request processing

- Verify invoice/expense report or check request for accuracy and indicate/verify GL coding.
- Verify proper authorizations of responsible personnel.
- Verify proper paperwork before paying, including signed contract, W-9 and required insurance.
- Maintain schedule of contractual obligations and lease payments.
- Enter invoices/expense reports, check requests and contracts into Abila MIP accounts payable module and post to GL in accordance with APLA policy (e.g. policies regarding statements, fax copies etc).
- Present payable items to the Director of Finance & Grants for final review.
- Process monthly AMEX invoice.

### Check Processing

- Prepare weekly check runs and submit for signatures of authorized personnel.
  - Distribute signed checks to vendors via mail or otherwise as appropriate or directed by authorized personnel.
  - Void checks and arrange stop payments.
  - Prepare manual checks as required.
- Other ▪
- Vendor Maintenance including adding, deleting or changing vendor information.
  - Accounts Payable File Maintenance including vendor files and canceled checks.
  - Respond to staff and vendor inquiries, requests for credit applications and W-9s.
  - Maintain and update taxpayer ID information and prepare annual 1099s and associated filings.
  - Prepare deposits including grant payments, dental clinic and development receipts, and make desktop deposits or take deposit to bank, as appropriate.
  - Serve as backup for other positions in the department as needed.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

## **REQUIREMENTS:**

Training and Experience:

A minimum of 1-2 years work experience in the role of Accounts Payable specialist. High school diploma or GED required. Proficient in use of MS Excel and Word. Proficient in use of Abila MIP software or other financial software.

Knowledge of:

Accounting principles and an understanding of Accounts Payable systems.

## **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.

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

Equal Opportunity Employer: minority/female/disability/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=60803&clientkey=A5559163F67395E0A2585D2135F98806>