

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.

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!

POSITION SUMMARY:

The Accounting Associate will assist the Finance Department with various accounting and administrative tasks including accounts payable posting, payment posting, preparation of grant invoices, and filing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with data collection and data entry for assigned grant and contract invoices.
- Prepare completed invoices and related back-up for submission to funders based on their specific requirements and timelines.
- Verify check requests to invoices for accuracy and coding.
- Maintain vendor accounts in MIP Fund Accounting.
- Enter invoices into MIP Fund Accounting system for payment.
- Prepare weekly check runs and ACH processing for assigned accounts.
- Prepare and mail checks to vendors.
- Cross-train and assist with mail sorting and deposit entry in MIP Fund Accounting.
- File finance documentation and back-up as needed.
- Work as a contributing team member and act in a professional and respectful manner at all times.
- Comply with all standard operating policies and protocols of APLA Health & Wellness.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

High school diploma or GED required. AA degree plus 1 year accounting experience or two years of basic accounting experience required.

Knowledge of:

Must be proficient in the use of Microsoft Office programs and in a Microsoft 365 environment, including the use of Sharepoint. Working knowledge of Microsoft Excel. Experience using a computerized accounting system preferred.

Ability to:

Must be extremely organized and detailed oriented. Must have excellent communications. Must be able to be courteous, be professional and customer service oriented. Must also maintain a strict discipline in time management with a focus on quality.

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 vaccination is required and APLA Health will consider accommodations for medical- and religious-based reasons.

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=66437&clientkey=A5559163F67395E0A2585D2135F98806>