

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*
- *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!

This position will pay \$ 26.95 - \$ 33.47 hourly. Salary is commensurate with experience.

POSITION SUMMARY:

Perform all grant-related post award functions including, but not limited to: budget and expense analysis; monthly grant and contract invoicing; labor distribution changes and associated communication with program staff; reconciliation and re-budgeting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare monthly grant and contract invoices.
- Prepare grant reports, monitor grant expenditures and work with program staff on maximizing grant use.
- Monitor budget modification timelines and prepare budget modifications and submit to funders as assigned
- Communicate with fiscal contacts at funding sources for information needed and problem resolution, as directed by the –Director of Finance & Grants. Follow up on collection of grants receivable as needed.
- Perform grant close-out functions including related journal entries, reconciliations, invoices and final cost reports.
- Maintain grant information for funder and auditor review, and participate in audits and reviews by funding agencies as directed. Prepare schedules as requested for annual audit.
- Maintain balance sheet detail and reconciliations for grants receivable and grants revenue on an ongoing basis.
- Serve as backup for other positions in the department as needed.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

Bachelors' degree in Accounting or related field required or three years accounting experience required in a non-profit or government environment.

Knowledge of:

Must be proficient in the use of Microsoft Office programs, particularly Excel. Familiarity with OMB circulars A-133 and the OMB Omni Circular preferred.

Ability to:

Must be extremely organized and detailed oriented with the ability to 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 with individuals, outside organizations, and grant funders; work independently and effectively under pressure; meet conflicting and tight deadlines; follow complex directions; analyze budgets, contracts and financial reports; 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 vaccination and booster is required and APLA Health or medical/religious exemption.

Equal Opportunity Employer: minority/female/transgender/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=70425&clientkey=A5559163F67395E0A2585D2135F98806>