

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 \$58,302.40 - \$72,420.62 annually. Salary is commensurate with experience.

POSITION SUMMARY:

The Grants Manager is responsible for overseeing grants management and budgeting, as well as assisting with the financial management and compliance of the health center

program. The position reports to the CFO and works in collaboration with the Accounting Manager on grants management and accounting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises grants accountants and reviews invoices prior to final approval and signature by the CFO.
- Reviews monthly grant reports and/or other revenue generating billings to assure revenue maximization.
- Prepares and/or reviews grant budgets and budget modifications.
- Works with grants accountants and program staff on budgets and budget modifications; communicates variances to program staff as necessary.
- Acts as primary contact on the finance side with funders including LA County DHSP, HOPWA, LAHSA, HUD and the cities of West Hollywood and Los Angeles.
- Manages internal procedures for monitoring of grant awards and work plans for compliance, and ensures compliance with reimbursement protocols and procedures for funders and staff; develops and maintains grant deliverables database to ensure full compliance with requirements and submission deadlines
- Assists with the preparation of the annual budget and other budgets and financial forecasts.
- Prepares SEFA, grant roll-forward, A/R Aging and Contract Revenue Summary for annual A-133 audits.
- Coordinates grant and contract audits as requested by funding agencies.
- Assists with the preparation and submission of annual Medi-Cal reconciliations and Medicare cost reports as requested (training provided).
- Assists with the preparation of Medi-Cal PPS interim cost reports, final cost reports, and final cost report audits as requested (training provided).
- Creates systems and reporting to support the organization's strategic and financial models and processes as well as recommendations on accounting policies and procedures.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

- BA or BS degree in finance, business administration or accounting, or a BA in any field with at least seven years of finance and accounting experience required.
- Five years related experience minimum.
- CPA certification and/or MBA highly desired.
- Three years minimum supervising paid staff.

Knowledge of:

- GAAP and related regulations as well as government and non-profit accounting and OMB Circulars.
- High level of proficiency in Microsoft Excel.
- Automated accounting packages, with Abila MIP Fund Accounting and/or Sage Intacct preferred.

Ability to:

- Strong time-management skills, including prioritization of multiple projects with conflicting deadlines.
- Motivated self-starter with strong work ethics.
- Committed to accurate and high quality work.
- Communicate effectively, persuasively and professionally, in both written and verbal forms, with a wide range of individuals, organizations and funding sources.
- Maturity and sound judgment in dealing with sensitive and confidential issues.

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 or medical/religious exemptions.

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=73158&clientkey=A5559163F67395E0A2585D2135F98806>