

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 \$120,889.60 - \$163,904.31 annually. Salary is commensurate with experience.

POSITION SUMMARY:

The Controller is responsible for supervising the general ledger accounting functions including maintenance of the general ledger, revenue recognition, fixed assets, payroll, accounts payable, accounts receivable and cash receipts. Designs, prepares and implements internal controls policies and procedures; prepares monthly and annual

financial statements. Oversees 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Direct supervision of accounting manager, grants accountants and payroll and benefits supervisor.
- Indirect supervision of accounts payable specialists, staff accountant, general accountant and payroll and benefits specialist.
- Oversees the monthly close and account analysis. Responsibilities include:
 - Account reconciliation and analysis
 - Journal entry review including revenue, recurring journal entries, and monthly cost allocations
 - Coordinate the monthly book close
- Oversees the Medi-Cal Waiver billing of APLA Health's Home-Based Case Management program.
- Oversees monthly grant/contract billings and other revenue generating billings to assure revenue maximization; acts as primary finance contact with funders including LA County DHSP, HOPWA, the cities of West Hollywood and Los Angeles, LAHSA and HUD.
- Manages internal procedures for monitoring of grant awards and work plans for compliance; 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

- Develops annual cost allocation plan and reviews monthly allocations.
- Develops, implements and maintains internal control policies and procedures for APLA Health.
- Assists with the preparation of the annual budget and other budgets and financial forecasts.
- Prepares monthly and annual financial statements and implements changes as required by changes in accounting practices and standards.
- Coordinates and supervises the annual year-end close, and independent audit and tax return preparation.
- Coordinates grant and contract audits as requested by funding agencies.
- Stays informed of changes in reporting requirements of the Internal Revenue Service and the Financial Accounting Standards Board and integrates as needed. Educates staff and management about changes.
- Manages administration of the MIP Fund Accounting software package including report design and creation and maintenance of chart of accounts.
- Ensures the preparation and submission of all required federal, state, payroll, sales and other tax returns on a timely basis.
- As requested, assists with the preparation of health center related reports such as Medi-Cal PPS interim and final cost reports and audits; HRSA Section 330 progress report and service area competition budgets; and the financial sections of the federal Unified Data Systems (UDS) and State of California OSHPD reports.
- Oversees the development and ongoing revision of Finance staff desk manuals.

- Provides backup to and acts in the absence of the Chief Financial Officer.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

Training and Experience:

- BA or BS degree in finance, business administration or accounting; at least seven years of finance and accounting experience required. Masters' degree (MBA or MPH) preferred.
- Two years' experience minimum in nonprofit accounting with government funders.
- Five years' experience supervising non-exempt and exempt staff.
- CPA certification and/or MBA highly desired.

Knowledge of:

- GAAP and related regulations as well as government and non-profit accounting and OMB Circulars.
- High level proficiency in Microsoft Excel.
- Automated accounting packages, with MIP Fund Accounting or similar nonprofit accounting package 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.
- 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-19 Vaccination and Booster or Medical/ Religious Exemption required.

Equal Opportunity Employer: minority/female/disability/transgender/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=74359&clientkey=A5559163F67395E0A2585D2135F98806>