

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 \$87,506 - \$114,008. Salary is commensurate with experience.

POSITION SUMMARY:

The Accounting Manager is primarily responsible for the successful management of complex accounting functions to support the financial operations of the organization. This position is also responsible for developing systems and processes that are U.S. GAAP compliant and ensures that best practices in accounting and finance are utilized to drive financial performance. This position reports to the Controller.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise the Staff Accountant, General Accountant, and Accounts Payable Specialists on a daily basis.
- Review, maintain and reconcile the general ledger on a monthly basis; prepare monthly balance sheet analyses.
- Prepare journal entries, review monthly bank reconciliations, and prepare analyses for cash and other accounts.
- Review and validate the accuracy of home health invoices, cash receipts, payables, fixed asset and allocation entries.
- Prepare and review audit schedules and work with external auditors as requested.
- Prepare and provide schedules and reports for funder auditors as requested.
- Process monthly and year-end close.
- Record monthly inventory for food pantry, as well as other month-end entries including transportation costs.
- Prepare monthly cost allocation and indirect cost entries.
- Assist the Controller on the development and implementation of the procurement policy and procedures ensuring staff compliance.
- Assist with budget preparation, tracking, and variance analysis; enter budget into accounting system.
- Update and document business processes and accounting policies to maintain and strengthen internal controls.
- Provide back-up for home health invoicing, AP and cash receipts as needed.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

- A Bachelor's degree in accounting is required.
- A minimum of 5 years of accounting experience is required.
- A minimum of 2 years of non-profit accounting experience is required.
- Proficient with Microsoft Excel
- Proficient with MIP Fund Accounting, or a similar non-profit accounting system.
- Experience with Salesforce preferred.
- Experience in healthcare industry a plus.
- Knowledge of Generally Accepted Accounting Principles
- Accuracy and strong attention to detail and organizational skills are a must.
- Ability to work independently and in a team environment.

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 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=102894&clientkey=A5559163F67395E0A2585D2135F98806>