

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 \$25.60 - \$28.42 hourly. Salary is commensurate with experience.

POSITION SUMMARY:

Perform all accounts payable related functions necessary for the timely payment of invoices, including entering invoices, processing checks, and distributing checks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Invoice / Expense & Mileage Reports / Check request processing

- Verify invoice/expense report or check request for accuracy and indicate/verify GL coding.
- Verify proper authorizations of responsible personnel.
- Verify proper paperwork before paying, including signed contract, W-9 and required insurance.
- Maintain schedule of contractual obligations and lease payments.
- Enter invoices/expense reports, check requests and contracts into MIP accounts payable module and post to GL in accordance with APLA policy (e.g. policies regarding statements, fax copies etc).
- Present payable items to the Accounting Manager for final review.
- Process monthly AMEX invoice.

Check Processing

- Prepare weekly check runs and submit for signatures of authorized personnel.
- Prepare list of checks for Positive Pay.
- Prepare list of ACH payments to import in online banking.
- Distribute signed checks to vendors via mail or otherwise as appropriate or directed by authorized personnel.
- Void checks and arrange stop payments.
- Prepare manual checks as required.

Other

- Vendor Maintenance including adding, deleting or changing vendor information.
- Accounts Payable File Maintenance including vendor files and canceled checks.
- Respond to staff and vendor inquiries, requests for credit applications and W-9's
- Maintain and update taxpayer ID information and prepare annual 1099's and associated filings.
- Prepare deposits and make remote desktop capture deposits or take deposit to bank, as appropriate.
- Record ACH (or EFT) payments
- Serve as backup for other positions in the department, as needed.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

- A minimum of 2 years work experience in the role of Accounts Payable Specialist.
- High school diploma or GED required.
- Proficient in MS Excel and Word.

- Proficient in MIP software or other financial software required.

Knowledge of:

- Accounting Principles and an understanding of Accounts Payable systems.

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.

COVID-19 Vaccination and Booster or Medical/ Religious Exemption required.

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=97790&clientkey=A5559163F67395E0A2585D2135F98806>