

# 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](http://aplahealth.org).

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***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*
- *11 Paid Holidays*
- *4 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched (6%) 403b Retirement Plan*

***This is a great opportunity to make a difference!***

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This position will pay \$160,000.00 - \$200,000.00 annually. Salary is commensurate with experience.

## **POSITION SUMMARY:**

The Director of Finance reports to the Chief Financial Officer and serves as an integral member of the Senior Management Team. This role is responsible for the execution of APLA Health's financial management strategy and contributes to the execution of APLA Health's strategic goals. The Director of Finance partners with the Chief Financial

Officer and Director of Grants Management on the development and implementation of accounting and financial policies, procedures, metrics, goals, reports, and projects and participates in short-term and long-term financial planning and budgeting.

This Director of Finance is responsible for oversight of general ledger accounting, including maintenance of the general ledger, revenue recognition, fixed assets accounting, payroll, benefits administration, accounts payable, accounts receivable, and cash receipts. The Director of Finance designs, prepares and implements internal controls policies and procedures; prepares monthly and annual financial statements, oversees budgeting, and assists with the financial management and compliance of the health center program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Direct supervision of accounting manager and payroll and benefits supervisor.
- Indirect supervision of accounts payable specialists, staff accountant, general accountant and payroll and benefits specialist.
- Oversees and directs general accounting, accounts payable, purchasing, financial reporting and compliance with regulatory requirements.
- Advises key members of the Executive Management Team on financial results, budgeting, cash flow and policy matters.
- Develops, implements, and maintains financial and accounting policies, internal controls, accounting standards and procedures.
- Coordinates and executes the annual budget process and other financial forecasts.
- Provides analytical support to management teams including development of management reporting capabilities.
- Performs data-driven evaluation of APLA Health's financial performance against annual budgets and strategic plans.
- Proactively improves administrative and operational accounting services including payroll, accounts payable, purchasing, treasury management, 403b funding management, and grants payments as applicable.
- Provides leadership to the finance team, fostering a culture of accountability, collaboration, professional development as well as mentoring, managing work allocation, training, problem resolution, and performance evaluation, with a focus on fostering diversity inclusion and belonging.
- 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 close
- Oversees Medi-Cal Waiver billing for APLA Health's Home-Based Case Management program.
- Develops annual cost allocation plan and reviews monthly allocations.
- Leads the preparation and submission of APLA Health's indirect cost rate proposals.
- Prepares monthly and annual financial statements and implements changes as required by changes in accounting practices and standards.
- Leads the annual year-end close, independent audit, and tax return preparation.

- Stays informed of changes in reporting requirements of the Internal Revenue Service and the Financial Accounting Standards Board (FASB) and integrates as needed.
- Educates staff and management about FASB changes.
- Manages administration of APLA Health's financial systems (MIP Fund Accounting, Salesforce, Paycom) including report design and creation and maintenance of chart of accounts.
- Oversees the development and ongoing revision of finance workflows.
- 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.
- Provides backup to and acts in the absence of the Chief Financial Officer.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

## **REQUIREMENTS:**

### Training and Experience:

- Bachelor's degree in finance, business administration, management, or accounting required.
- Master's degree in finance, business administration, management, or accounting, preferred.
- CPA certification and/or MBA highly desired.
- A minimum of seven years' experience in nonprofit accounting required.
- A minimum of five years' experience managing staff required.
- A minimum of three years' experience in non-profit healthcare finance required.
- Experience with Federally Qualified Health Centers (FQHCs) highly preferred.
- Experience with electronic medical records (EMR) systems preferred.

### Knowledge of:

- Nonprofit accounting principles, generally accepted accounting principles (GAAP) and financial reporting.
- Financial Accounting Standards Board (FASB) standards.
- Automated accounting packages, with MIP Fund Accounting or similar nonprofit accounting package preferred.

### Ability to:

- Manage time effectively, including prioritizing multiple projects with conflicting deadlines.
- Operate as an effective tactical and strategic thinker.
- Motivate, mentor, and coach staff.
- Produce high-quality work.
- Think critically and solve problems.
- Demonstrate a high level of proficiency in Microsoft Excel.

- Communicate effectively, persuasively and professionally, in both written and verbal forms, with a wide range of individuals, organizations and funding sources.
- Make sound judgments 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 required or medical/religious exemption.

Equal Opportunity Employer: minority/female/transgender/disability/veteran.

**To Apply:**

Visit our website at [www.aplahealth.org](http://www.aplahealth.org) to apply or click the link below:  
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=215543&clientkey=A5559163F67395E0A2585D2135F98806>