

APLA Health

APLA Health provides quality healthcare, life-saving services, camaraderie, compassion, and comfort to all who come through our doors. Our dedicated team of healthcare professionals is committed to providing personalized and compassionate free and low-cost medical services, tailored specifically to meet the unique needs of each individual we serve. APLA Health serves as a medical home providing an array of integrated healthcare services through 71,000+ billable patient visits and nearly 10,000 enabling services visits each year. Services provided include: medical, dental, behavioral health and HIV care; pharmacy; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, APLA Health offers housing support; benefits counseling; home healthcare; and the Vance North Necessities of Life Program food pantries; among several other critical support services.

We offer great benefits, competitive pay, and great working environment!

We offer:

- *Medical Insurance*
- *Dental Insurance*
- *Vision Insurance*
- *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!

This position will pay \$36.04 - \$45.62 hourly. Salary is commensurate with experience.

POSITION SUMMARY:

Under the direction of the Accounting Manager, the Staff Accountant II will be responsible for preparing journal entries, maintaining balance sheet schedules and ledgers, bank reconciliations, and ensuring all financial transactions are recorded accurately and in a timely manner in accordance with GAAP.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under the direction of the Accounting Manager, participates in the month end closing process ensuring all financial activity is accounted for in a timely and accurate manner.

- Responsible for the posting and recording of cash deposits and revenue based on nature of the payments, working closely with grants management, development, billing, and pharmacy to obtain and understand deposit details.
- Manage fixed assets, including asset tagging and assignment and maintaining related spreadsheets and balance sheet details.
- Assist with the preparation of depreciation schedules ensuring depreciation is calculated properly and in a timely manner.
- Assist with maintaining and updating cost allocation plans.
- Responsible for posting monthly allocation of shared costs.
- Ensures all shared costs are properly allocated on a monthly basis.
- Reconciles all balance sheet accounts, monthly, ensuring balances are accurate and any discrepancies are resolved prior to month-end close.
- Perform monthly bank reconciliations.
- Assist with the posting of Home-Based Case Management Medi-Cal waiver invoices.
- Participates in external audits and prepares any necessary schedules or work papers.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

- Bachelor's degree in accounting or finance, from an accredited college, required.
- A minimum of 5 years' accounting experience required, preferably in a healthcare setting, FQHC, or nonprofit organization, required
- Proficient in use of MS Excel and Word.
- Experience with electronic medical records systems, preferred.
- Experience with MIP Fund Accounting, preferred.
- Knowledge of Generally Accepted Accounting Principles.

Knowledge of:

- Generally accepted accounting principles
- Fund accounting concepts
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Federal Procurement Requirements

Ability to:

- Manage complex assignments with minimal supervision.
- Meet tight deadlines regularly and consistently.
- Prioritize deadlines across multiple projects simultaneously.
- Handle highly confidential and sensitive information with trustworthiness.
- Solve complex problems.
- Conduct financial analysis.
- Complete tasks with a strong attention to detail.
- Work independently and within a team environment.
- Understand and interpret complex financial transactions.

- Communicate effectively, persuasively, and professionally both verbally and in writing with stakeholders, internally and externally.
- Work independently and effectively under pressure and follow complex directions.
- Proactively follow-up on assignments, exhibits initiative, self-motivation, and a strong work ethic.

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 and Booster or Medical/ Religious Exemption required.

Equal Opportunity Employer: APLA Health is an EEO Employer

To Apply:

Visit our website at www.aplahealth.org to apply or click the link below:
<https://www.paycomonline.net/v4/ats/web.php/portal/A5559163F67395E0A2585D2135F98806/jobs/375958>