

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 \$30.63 - \$38.05 hourly. Salary is commensurate with experience.

POSITION SUMMARY:

Under the direction of the Accounting Manager, the Staff Accountant I will be responsible for assisting in the daily operational duties of the Finance Department. Duties include, but are not limited to, accounts payable, accounts receivable, cash management, cost accounting, fixed assets, expense management, taxes, and internal and external audits in accordance with GAAP.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process and review invoices, ensuring accuracy, proper documentation, and compliance with organizational policies and grant requirements.
- Code and enter invoices into the accounting system, ensuring correct allocation to expense accounts, departments, and funding sources.

- Prepare and process check payments, ACH transfers, and electronic payments in a timely manner.
- Reconcile vendor statements and address any discrepancies or payment issues.
- Maintain and update vendor records, including W-9 forms and 1099 reporting requirements.
- Generate end of year 1099's for all vendors and submit to the IRS
- Assist with month-end and year-end closing processes, including reconciling accounts payable balances.
- Ensure compliance with agency regulations, funder requirements, and internal accounting controls.
- Respond to vendor inquiries and maintain positive relationships with suppliers.
- Reconcile and process corporate credit card transactions.
- Record on a bi-monthly basis 340B revenue and expenses.
- Assist team members with identifying and recording monthly accruals
- Maintain and reconcile both the prepaid expense schedule and the prepaid insurance expense schedule on a monthly basis.
- Upload outgoing positive pay lists/EFTs to bank website.
- Cross train with team members to perform subcontractor activity posting for County and Medi-Cal Waiver invoicing of home-based case management program.
- Assist Accounting Manager with duties and tasks as identified.

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 3 years of accounting experience required, preferably in a healthcare setting, FQHC, or nonprofit organization.
- Proficient in use of MS Excel and Word.
- Experience with MIP Fund Accounting, preferred.

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/375949>