

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*
- *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 \$32.27 - \$40.45 hourly. Salary is commensurate with experience.

POSITION SUMMARY:

Under the direction of the Director of Finance, the Financial Analyst provides comprehensive financial analysis, focusing on revenue cycle management, budgeting, financial reporting, and regulatory compliance. Key responsibilities include analyzing financial and operational data, developing financial models, preparing financial reports and budgets, and ensuring adherence to FQHC-specific (Federally Qualified Health

Center) regulations and requirements. The role identifies cost trends and strategies to optimize reimbursement, supporting strategic initiatives to maintain financial stability and growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare monthly, quarterly, annual, and ad-hoc financial and operational reports.
- Analyze performance metrics, such as denial rates, revenue per visit, cost per visit, and patient volume.
- Generate reports and executive summaries for leadership, providing actionable insight.
- Monitor and analyze billing, claims, and reimbursement processes to identify and resolve issues.
- Conduct reimbursement analysis to identify opportunities for improvements in scope, rate setting, and visit volume.
- Develop financial models for FQHC partnerships, including proposals, pro-Formas, and contract renewals.
- Collaborate with teams to align financial KPIs with organizational goals.
- Assist in preparing the annual operating and capital budgets.
- Develop and maintain financial models for budgeting, forecasting, and long-term planning.
- Ensure adherence to all relevant federal guidelines and internal controls.
- Analyze operational KPIs (key performance indicators) specific to FQHCs.
- Lead the preparation and submission of annual Medi-Cal reconciliation reports, HRSA UDS (Uniform Data System) report, HCAI utilizations reports, and Medicare cost report(s), including managing audits of submitted reports.
- Lead the preparation and submission of Medi-Cal rate setting cost reports and Medi-Cal change in scope of service cost reports, including audits of submitted reports.
- Support the grants management team through budget tracking and financial reporting for funders.
- Provide financial support for strategic initiatives, such as service line expansion or value-based care models.
- Conduct cost-benefit analyses to justify funding decisions and recommend improvements.

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 financial analysis experience, in a healthcare setting or FQHC, required.
- Experience with MIP Fund Accounting software, preferred.
- Experience with electronic medical records systems required.
- Proficiency in Microsoft Office required.
- Advanced skills in Microsoft Excel required.

- Experience with revenue cycle management and healthcare reimbursement processes required.

Knowledge of:

- FQHC operations, including UDS reporting.
- Familiarity with federal healthcare regulations and compliance standards.
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Healthcare finance, including reimbursement models, cost reporting, and regulatory compliance

Ability to:

- Work with and analyze large amounts of complex data, analyze complex and translate findings into clear, actionable recommendations
- Develop complex financial models.
- Collaborate effectively with billing, finance, and clinic operations teams.
- 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 and think analytically.
- Conduct financial analysis.
- Exercise judgment and make independent decisions.
- 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 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 to apply or click the link below:
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=317688&clientkey=A5559163F67395E0A2585D2135F98806>