



## **Job Announcement**

**Position:** Accounts Payable Analyst, CHW Workforce Collaborative (Contract)  
**Department:** Programs and Services  
**Reports To:** Associate Director, Workforce Development  
**FTE:** Full-Time (1.0 FTE)  
**Salary Range:** \$49,600.00 - \$59,500.00 Annually DOE  
**Contract Start Date:** ASAP  
**Contract End Date:** October 31, 2022  
**Location:** Remote, travel is not required for this position

### **Organizational Description:**

The Association of Asian Pacific Community Health Organizations (AAPCHO) was formed in 1987 by community health centers primarily serving medically underserved Asian Americans (AAs), Native Hawaiians (NHs), and Pacific Islanders (PIs). The goal of these organizations was to create a national voice to advocate for the unique and diverse health needs of AA, NH, and PI communities and the community health providers that serve those needs.

AAPCHO's mission is dedicated to promoting advocacy, collaboration, and leadership that improves the health status and access of AAs, NHs, and PIs within the United States, its territories, and freely associated states. Our vision is to be a national leader and critical voice for AA, NH, and PI community health centers and consumers, ensuring that our communities have better access to affordable, high quality, and culturally and linguistically proficient health care.

### **Position/Role:**

The Accounts Payable Analyst is principally responsible for accounts payable administrative functions for AAPCHO's Community Health Workforce Collaborative program.

The Accounts Payable Analyst is responsible for collaborating with an interdisciplinary team of senior directors, associate directors, and program managers to deliver impactful results on AAPCHO's initiatives. The Accounts Payable Analyst reports to the Associate Director of Workforce Development, collaborates with the Operations Department, and participates in the planning team for the CHW Workforce Collaborative.

This position is expected to conclude on October 31, 2022, with a potential opportunity for permanent hire depending on the availability of grant resources.

**The primary responsibilities of the Accounts Payable Analyst are as follows:**

### **Program Coordination & Stakeholder Engagement**



- Manage the full accounts payable cycle from receipt of invoices to payment; including coding invoices, obtaining approval, and preparing invoices for AAPCHO's accounting system for the Community Health Workforce Collaborative program
- Ensure all accounts payable policies and procedures are adhered to
- Responsible for imaging and preparation of records for retention of all CHW accounts payable documents
- Participate in vendor relations and building of effective partnerships
- Partner with Operations Department to identify and implement process improvements
- Assist Operations with gathering support for all audits
- Investigate and resolves problems associated with processing of invoices
- Receives, researches and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons
- Offer effective solutions to business problems

#### **Financial Administration and Analysis**

- Analyze financial documents and create monthly compliance reports for project directors
- Write formal correspondence to various stakeholders, including sub-recipient organizations, contractors, and consultants
- Maintain files and information organization systems through cloud-based programs
- Calculate and track payments, invoices, upcoming expenses, and current expenses

#### **QUALIFICATIONS:**

- Motivated, resourceful and flexible individual with ability to multitask. Fast learner comfortable working individually and as a team member in a fast-paced and changing environment.
- Minimum of 1 year of experience managing federal, state, and local grants management processes.
- Minimum of 1 year of experience working within a community health center setting or directly with community health centers.
- Minimum 3-10 years of experience directly related to the duties and responsibilities specified.
- Commitment and experience working within and/or directing health equity-centered programming and services. Knowledgeable about public health issues including the Social Determinants of Health that impact AA and NH/PI communities strongly preferred.
- Bachelor's Degree in any field relating to accounting
- Extraordinary detail-oriented with excellent organizational and strategic planning skills, with the ability to assess, prioritize and manage a varied and demanding workload under pressure and with tight deadlines, while maintaining a high bar for quality.
- Experience with program development, management, and evaluation preferred.



- Possess excellent written and verbal communications skills.
- Possess excellent task-management and organizational skills.
- Possess excellent creative problem solving and leadership skills.
- Proficiency with MS Office, Mac OSX and management and conferencing technologies (e.g., Microsoft Teams, Google Meet, Zoom, etc.) preferred or willing and able to learn quickly.
- Must support and demonstrate ability to implement the mission and goals of AAPCHO.

## OUR VALUES

The following shared values underlie every aspect of AAPCHO and its member health centers' functions and operations:

- *Health care is a right not a privilege* - All people must have access to affordable quality care, regardless of language, culture, immigration status and ability to pay. No one is turned away due to inability to pay and our services and policies are designed to eliminate barriers and provide access to all.
- *Wellness* - Health is much more than the absence of disease. It includes physical, mental and spiritual well-being for individuals, families and communities. We acknowledge and respect different definitions of wellness and health within our communities.
- *Community Accountability and Empowerment* - Communities are the experts on their own health and essential participants in the health of their communities, families and selves. Our services and programs are informed by and responsive to community voices.
- *Diversity as Strength* - AA and NHPI communities are rich in diversity of language, cultural heritage, spirituality, history, experience, health beliefs and practices. Many have undergone the hardships of war, colonization, poverty, or immigration to a foreign land. We honor and value the strengths of every culture and individual.
- *Collaboration Among Communities of Color* – Communities of color share a history of disparities and exclusion as well as a common interest in health and health care equity. Through collaboration, we learn from each other and grow stronger, while overcoming distrust and divisions that are fostered by competition for limited resources.

To learn more about our policy principles, read them [here](#).

AAPCHO is an equal opportunity employer and provides opportunities to all applicants without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

## APPLICATION PROCEDURES:



Send a cover letter detailing your interest and qualifications and resume to  
AP-Analyst-hiring@aapcho.org, Subject Line: Accounts Payable Analyst

Applications without cover letters will not be considered. Interviews will be granted according to the qualifications of the applicant.

*Updated as of March 10, 2022*