



## **Job Announcement**

**Position:** Accounting Associate  
**Department:** Operations  
**Reports To:** Senior Accounting Associate  
**FTE:** Full time/Part time  
**Hourly Range:** \$25.43 - \$30.51  
**Start Date:** 9/30/2022  
**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 Accounting Associate is principally responsible to assist in the smooth operations of the organization including but not limited to bookkeeping, payroll, and other finance and accounting duties.

The Accounting Associate 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 Accounting Associate reports to the Senior Accounting Associate and collaborates with other Departments to ensure timely processing of transactions with complete documentation in compliance with all applicable rules, requirements, and laws. The Accounting Associate will be expected to interact with staff of other Departments to minimize barriers in processing and reporting activities.

**The primary responsibilities of the Accounting Associate are as follows:**

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

- Compile, review, and process transaction level financial paperwork as a part of:

- The full accounts payable cycle from receipt of invoices to payment; including but not limited to coding invoices, reviewing documentation for completeness, ensuring appropriate approvals, and physical and electronic payments;
- The full accounts receivable cycle from signed agreement implementation to final collection, including but not limited to documenting chargeable activities/time from other Department staff and the appropriate coding of payments;
- Improve and maintain records management, both physical and electronic, and the overall filing system;
- Assisting with historical and external research needs for budget development and comparative financial reports;
- Assist with tax filings and payroll processing;
- Participate in the review, research and compliance with federal, state, and local legal regulations and requirements;
- Assist review and monitoring of contractual requirements, timelines, and deliverables;
- Develop and maintain AAPCHO intranet;
- Answering telephones and receive mail;
- Perform other duties as required.

**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.
- Experience with federal grants and grants management processes helpful;
- Minimum 1 years of experience directly related to the duties and responsibilities specified.
- 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.
- Possess excellent written and verbal communications skills.
- Possess excellent task-management and organizational 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 [AA-hiring@aapcho.org](mailto:AA-hiring@aapcho.org), Subject Line: Accounting Associate

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