



Our mission at *Apicha Community Health Center* is to improve the health of our community and to increase access to comprehensive primary care, preventive health services, mental health, and supportive services. We are committed to excellence and to providing culturally competent services that enhance the quality of life. We advocate for and provide a welcoming environment for underserved and vulnerable people, especially Asians and Pacific Islanders, the LGBT Community and individuals living with and affected by HIV/AIDS.

Position Title: Senior Accountant/Purchasing Manager
Reports to: Deputy CFO
FLSA Status: Exempt

Position Summary:

The Senior Accountant/Purchasing Manager is responsible for accurate record keeping of purchasing and accounts payable cycle and assisting in preparation of financial statements.

Duties and Responsibilities:

- Review and verify accuracy of financial and contract paperwork and processes.
- Maintain records of assets, liabilities, profit and loss, or other financial activities within the organization
- Maintain general ledger as needed.
- Maintains cash receipt schedule on a daily basis.
- Prepares capitalization of fixed assets journal entry.
- Prepares Bank reconciliation for the payroll account.
- Reviews all cash receipts and prepares journal entry
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions
- Prepares vouchers, invoices, checks, account statements, reports and other records and reviews them for accuracy.
- Reconciles bank statements.
- Coordinates and prepares pertinent information for auditors
- Negotiates with vendors for goods and services, negotiating the best possible price and service guarantee
- Examines bids and makes awards
- Checks requisitions for appropriate approval and account numbers
- Data entry of all vouchers and purchase orders into Intacct accounting software, weekly.
- Perform other duties as required or assigned

Qualifications:

- Bachelor's degree required
- 3-7 years of experience in accounting
- Knowledge of Accounting software
- Advanced Excel and Accounting
- Strong PC skills
- Excellent interpersonal, oral and written communication skills
- Ability to communicate easily and display a cordial manner towards individuals from a variety of socio-economic, cultural and religious backgrounds.

Physical Demands/Working Conditions:

- Ability to stand, walk or sit for an extended period of time.
- Ability to hear within normal range
- Strong verbal and written communications skills
- Ability to see within normal range
- Extended periods of time at a computer
- Noise level is moderate

The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made, whenever possible, to enable individuals with disabilities to perform the essential functions.

Apicha CHC is an Equal Opportunity Employer. M/F/D/V/SO