

## NĀ LEO O HAWAI'I (NLOH) JOB DESCRIPTION

EFFECTIVE 11-22-2021

**TITLE:** ACCOUNTING CLERK  
**DEPARTMENT:** ADMINISTRATIVE SERVICES DIVISION  
**REPORTS TO:** BUSINESS MANAGER  
**FLSA STATUS:** NON-EXEMPT  
**FTE:** PART-TIME  
**SALARY RANGE:** NEGOTIABLE. COMMENSURATE WITH EXPERIENCE

**POSITION SUMMARY:** Accounting Clerk is a member of the Accounting team tasked with implementing systems and best practices to achieve desired financial and accounting outcomes and ensuring sound fiscal health.

**DUTIES AND RESPONSIBILITIES:** This position is responsible for performing bookkeeping and accounting functions, as needed and determined by the Business Manager, including but not limited to:

- Coordinates transactions of Accounts Payable with contractor: Coding, Data Entry, 1099 Filing. Review bills for accuracy. Contact vendors when needed.
- Coordinates transactions of Accounts Receivable with contractor: Invoicing, General Excise Tax Filing, Cash Receipts, Collections, and Investments.
- Obtains necessary tax forms and information from new vendors.
- Help with timely processing of payroll on a bi-weekly basis, as needed.
- Reviews Trial Balances created by contractor on a monthly basis.
- Reconciles accounts on a regular basis.
- Reviews reconciliation of bank statements performed by third party contractor.
- Monitors and reviews depreciation schedules.
- Monitors and reviews credit card transactions. Reports irregularities and assures sufficient documentation is submitted in compliance with Internal Control Procedures.
- Assists Business Manager and Accounting team in maintaining compliance with and update of Internal Control Procedures manual.
- Maintain real property files. (Equipment registers are separately inventoried.)
- Maintains an organized, streamlined accounting system with third party contractor.
- Under the direction of the Business Manager, assists with budget preparation, financial reporting and audits.
- All other duties as assigned by the Business Manager or President/CEO.

### QUALIFICATIONS

- Associate degree or higher in accounting; or a high school diploma and a minimum 10 years in accounting work combined.
- Knowledgeable of nonprofit fund accounting principles and practices, including accrual basis work, is desirable, but not required.

- Familiarity with INTACCT accounting software is desirable but not required.
- Ability to effectively use standard office computer including Microsoft Office Suite, and work with vendors for completion of daily tasks.
- Knowledge and understanding of generally-accepted accounting principles.
- Ability to take initiative with work tasks, and effectively manage pressure in meeting deadlines.
- Ability to maintain the confidentiality of sensitive agency business.
- Ability to work both independently and in partnership with other team members to achieve common goal.

**REQUIREMENTS:**

- Long periods of sitting; long periods of computer usage.
- Ability to lift up to 30 pounds.
- Competing demands and priorities.
- Multiple tasks and deadlines.
- Quick decision-making, use of sound judgment, and immediate problem solving.
- Communicate clearly, effectively, and professionally, both verbally and in writing.
- Ability to stay current with multiple written reports and documentation requirements.
- Ability to understand and follow through with written and verbal instructions.

**Salary:** Negotiable. Commensurate with experience.