



## JOB DESCRIPTION

Job Title: Accountant

Department: Admin-Business Office

Reports To: Executive Director

Status: Full-time

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### Job Summary

Under the direction of the Executive Director, the Accountant manages day-to-day financial operations at Palama Settlement. This role ensures the accuracy and integrity of financial data, compliance with nonprofit accounting standards, and the implementation of robust fiscal controls. Key responsibilities include processing accounts payable and receivable, maintaining financial records, account reconciliations, financial reporting, budget support, and audit readiness. This position collaborates with different departments to support grant compliance and ensure transparent reporting for stakeholders.

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### Essential Duties

#### Accounting Operations

- Code and post transactions in the accounting system with proper descriptions.
- Maintain tenant payment records and receipt controls.
- Track Use of Facility and assist with collections.
- Maintain detailed schedules for balance sheet accounts.
- Prepare journal entries and maintain chart of accounts.
- Manage petty cash and document financial transactions.
- Organize and archive financial records.
- File monthly and annual general excise tax returns.
- Process credit card payments for all income sources.
- File annual 1099's

#### Accounts Payable & Receivable

- Process and code disbursements with proper documentation.
- Prepare invoices and obtain Form W-9's.
- Maintain vendor communication and payment timeliness.
- Scan and save checks and supporting documentation.
- Ensure proper allocation of funds/programs with descriptions.

#### Financial Reporting & Analysis

- Assist in developing and monitoring agency/program budgets.
- Support the preparation of monthly, quarterly, and annual financial statements.
- Collaborate on fiscal planning with the Executive Director.
- Provide quarterly reports to program managers.
- Support year-end audit and IRS Form 990 submission.

- Track investments and ensures compliance with retention policies.

#### Grants & Compliance

- Track and report on restricted and unrestricted funds in accordance with grant and donor requirements.
- Support program staff in budget adherence and grant compliance.
- Manage financial administration of awards and donations.
- Coordinate with Fund Development on financial terms and reporting.
- Ensure adherence to federal, state, and local financial and grant regulations.

#### Other Duties

- Perform other duties as assigned. This could include but is not limited to assisting other senior staff and other departments with activities, projects, and/or special events.

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### Mandated Reporter

As a Palama Settlement employee, you are legally required to report suspected child or vulnerable adult abuse or neglect to your supervisor, in accordance with applicable mandated reporting laws.

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### Working Conditions

- Environment: Office-based; primarily sedentary with regular computer use.
- Schedule: Full-time; Monday–Friday, 8:00 AM–5:00 PM. Occasional early mornings, evenings, or weekends may be required.
- Location: Based at Palama Settlement. Some off-site duties may occur. The Business Office is located on the second floor and is only accessible via stairs.
- Travel: Occasional travel for meetings and events.

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### Competencies

- Problem Solving: Identifies and resolves issues effectively.
- Technical Skills: Expands technical knowledge and shares expertise.
- Customer Service & Interpersonal Skills: Responds promptly and professionally.
- Communication: Strong written and verbal skills; adapts to various audiences.
- Teamwork: Fosters collaboration and supports team objectives.
- Leadership & Vision: Builds trust and motivates others.
- Change & Strategic Thinking: Embraces change and aligns with strategic goals.
- Quality & Cost Management: Prioritizes accuracy and resource efficiency.
- Ethics & Diversity: Maintains integrity and promotes inclusivity.
- Planning & Organization: Sets priorities and achieves goals efficiently.
- Initiative & Innovation: Actively pursues improvements and creative solutions.

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### Qualifications

- Minimum Requirement: Strong background in accounting principles and practices.
- Education/Experience: Bachelor's degree in Accounting, Finance, or a related field; or a minimum of 5 years of relevant professional experience. *Experience with MIP Fund Accounting software preferred.*
- Language Skills: Ability to interpret complex documents and communicate clearly with diverse stakeholders.

- **Mathematical Skills:** Proficient in advanced math and statistical analysis.
  - **Reasoning Ability:** Strong analytical and logical thinking.
  - **Computer Skills:** Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint).
  - **Additional Skills:** Ability to operate standard office equipment (fax, printers, scanners, multi-line phones).
  - *Certification: CPA license or equivalent credential preferred.*
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### **Physical Demands**

- **Regular:** Sitting, talking, hearing, using hands, walking up and down stairs, and reaching with arms.
  - **Frequent:** Standing, walking, lifting up to 10 pounds.
  - **Occasional:** Climbing, balancing, lifting up to 25–50 pounds.
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### **Additional Requirements**

- Valid Hawai'i driver's license.
  - Proof of auto insurance and access to a registered, insured vehicle.
  - Background checks: (Hawai'i Criminal Justice Data Center, National Sex Offender Registry, National Criminal History Database)
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