

## Position Description

**Position Title:** Accounting Analyst  
**FLSA Status:** Exempt; Full-time  
**Location:** Lili'uonamoku  
**Reports to:** Controller

### **Position Summary**

The position designs and prepares all financial reports, budget templates and adhoc financial analyses. This position also maintains and processes all transactions that interface between the various financial systems used by the Trust (Concur, Ceridian, Community Building Information System and Sage), and will maintain the Property Management accounting module and assist with other recurring accounting duties. While this position formally reports to the Controller, it will also take direct instructions from the Assistant Controller, Vice President/Chief Financial Officer (VP/CFO) and other executives.

### **Position Responsibilities**

On reporting and financial analyses:

1. Work collaboratively with the leadership team in developing both recurring and adhoc financial reports to assist the end users in monitoring their status to budget, compliance to contract terms, etc. Works with the end users to ensure that the data is both understandable and used effectively.
2. Develops budgeting templates in response to changing organizational priorities and new programmatic initiatives. Ensures that the budget information can be uploaded into the financial system and produces effective budget variance reporting.
3. Works directly with the Chief Financial Officer to provide adhoc reports needed to evaluate the financial feasibility of new initiatives, or to monitor existing operations.
4. Processes interface files between the expense reporting system, payroll, fixed assets, general ledger and Community Building Information System (CBIS).
5. Works with other Fiscal Managers in providing user training for various financial system(s).
6. Manages and processes all updates to the Property Management module and ensure accurate and timely billings to tenants. Ensure that the related accounting records are accurately and timely maintained.
7. Works with Controller and other Fiscal Managers in implementing new financial systems or changes to existing systems. Assist in training the fiscal staff with new system changes.
8. Assist Controller with annual audit, tax and budget supporting workpapers, account reconciliations and other duties as assigned.

### **Other accounting duties:**

9. Manages and processes all updates to the Property Management module and ensure accurate and timely billings to tenants. Ensure that the related accounting records are accurately and timely maintained.

10. Works with Controller and other Fiscal Managers in implementing new financial systems or changes to existing systems. Assists in training the fiscal staff with new system changes.
11. Assist Controller with annual audit, tax and budget supporting workpapers, account reconciliations and other duties as assigned.

### **Qualifications:**

Bachelor's degree in accounting and/or management information systems--or equivalent experience required. At least three years of financial reporting experience and two years of budgeting, forecasting or financial analyst experience required. Intermediate level Excel and PowerPoint skills are also required. Familiarity with SQL databases and reporting also preferred. Candidate should be self-motivated, extremely well-organized and detail-oriented, collegial and able to function under pressure and handle numerous tasks simultaneously. The position would be well-suited to a candidate who thrives in a fast-paced environment and is both quick and meticulous and puts an emphasis on accuracy and quality. The candidate must be able to take initiative, prioritize with minimal supervision and work independently as well as part of a team.

### **Organizational Competencies**

- **Alignment with Queen's legacy:** Understanding and appreciation of Queen Lili'uokalani's story, her legacy and the Hawaiian Culture is foundational to staff's commitment to working with our Hawaiian children, families and communities. Demonstrates respect for and appreciation of Hawaiian values history, and culture, understanding its implication in one's work, in fostering meaningful relationships, and in embracing the community served.
- **Ho'omau i ka 'imi Na'auao (Continuous Learning and Improvement):** Committed to creating and reinforcing an environment of continuous learning and improvement.
- **Ho'ike i na Mana'o Pono (Effective Communication):** Communicates with those we serve and each other in a consistent manner that results in mutual understanding, harmony, and action.
- **No'ono'o loi (Critical Thinking and Problem Solving):** Actively and skillfully understands, conceptualizes, applies, analyzes, synthesizes, and/or evaluates information and develops and supports fact-based analyses and recommendations
- **Ho'o kumu a'e or 'Imi hakahia (Innovation):** Identifies and integrates creative ideas into new or existing services and promotes effective problem-solving.
- **Pilina Ho'ohana a me ka Hana Hilina'i (Building Relationships and Creating Trust):** Manages relationships to create optimal opportunities and move the organization forward.
- **Alu Like I ka Hana (Teamwork):** Works cooperatively and collaboratively with others throughout the organization in alignment with the organization's objectives.
- **Ho'onui I ka 'Ike (Capacity Building):** Encourages personal growth by exhibiting trust and a belief in the capacity of others.