



Job Description

Job Title: Accounting Specialist	Reports to: Assistant Controller
FLSA Status: Full Time	Aligned Executive: Controller & VP, Chief Financial Officer
Kipuka: Liliuonamoku-Honolulu	Department: Finance

Job Purpose

This position will process all requests for payment on behalf of the agency while ensuring compliance with government laws and regulations, agency policies and performance in accordance with written contracts and agreements. The position also processes bank deposits and maintains the filing systems for all deposits and payment documents. It also assists in compiling financial data, reconciling accounts, and preparing reports and other analyses, upon the Supervisor's request. This position reports to the Assistant Controller, but will also take direct instructions from the Accountants, the Controller or the Vice President/Chief Financial Officer and other executives.

Essential Responsibilities

- Processes requests for checks & ACH payments and audits them to ensure compliance with government laws and regulations, agency policies, and performance in accordance with written contracts, purchase orders, and other written agreements. This results in creating a check for disbursement that is compliant with IRS documentation standards, agency internal spending policies, or financial terms specified in written service agreements/contracts. Checks/ACH transactions for the entire agency are processed timely no later than a week after requests are submitted, and are posted to the appropriate general ledger account. Missing documentation (such as receipts) or monies that need to be reimbursed back to the agency are followed up and obtained in a timely manner --within 30 days.
- Audits Concur expense reports that are submitted by agency employees and approved by their respective managers. Ensure that the expenses and all supporting documentation are reconciled to the credit card transactions, posted to the correct general ledger account and that all supporting documentation is in compliance with government laws and regulations, as well as with agency policies. Expense reports for the entire agency are processed timely--no later than the Finance review deadlines specified in the Concur workflow chart (currently the 9th business day following month-end). Follows up on late submissions.
- Reconciles monthly or quarterly vendor statements and works cooperatively with vendors to resolve any outstanding payment issues or other errors found. Ensures that corrective action is addressed in a timely manner to avoid any late fees and finance charges. If finance charges are incurred, notifies supervisor promptly (by the next day).
- Prepares bank deposits for any checks received by the agency, and promptly enters them into the remote deposit capture system (within a day), as well as the Cash Management module in Timberline and the shared drive with the Administrative Department.
- Performs various other duties, including but not limited to: the monthly distribution of Year-to-date Ledgers to the unit managers, journal entries for corrections, stop payments, voided

checks, follow-up on stale-dated checks, annual audits of the emergency funds, filing of deposits (including supporting documents such as service agreements and vendor statements, responding to inquiries about payments from vendors and agency staff, assistance with audit requests, etc. in a timely (in accordance with deadlines specified by supervisor) and professional manner (this includes maintaining the confidentiality of information that is processed through the department).

- Processes daily file uploads from Accounts Payable and Concur to the Case Management system and ensure the completeness and accuracy of the file upload.
- Reconciles assigned balance sheet accounts by identifying posting errors, or by applying appropriate accounting standards. Ensures that the reconciliation is performed timely and that outstanding issues are resolved within 90 days.
- Has the capacity to comprehend and explain the agency's policies and procedures, and their rationale to other staff. Designs and conducts unit training regarding cash disbursement processing, upon request.

Other duties:

- Contributes to the Trusts success by accepting new assignments, helping team members, learning new skills, and striving to improve team and organization results.

Qualifications

Associate degree in accounting or accounting certificate from a business school or community college, and a minimum of three years of general accounting/clerical experience; or an equivalent combination of education, experience, and training. Proficiency in the Microsoft Office program required (Word, Outlook, and Excel). Ability to create EXCEL spreadsheets with simple formulas, as well as maintain spreadsheets that may contain more complex formulas/structure with training provided. Excellent written and verbal communication skills required. The ability to follow-up independently on pending issues, and raise questions when transactions appear to be improper. Must be open to change and willing to learn new skills as new accounting systems/processes are installed.

Job Competencies

This position requires someone who is self-motivated, well organized, detail oriented, collegial and able to function under pressure-- and handle multiple assignments simultaneously. The position is also well-suited to someone who thrives in a fast-paced environment and is both quick and meticulous, and puts an emphasis on accuracy and quality, and strives for continuous improvement. This position requires someone who takes the initiative, works with minimal supervision and works independently, as well as part of a team. Rapid internal changes in the organization require a candidate who is flexible and adapts well to changes and ambiguity. In addition, the position will also be suited to candidates who quickly embrace new technology and processes, are willing to work with others to gain knowledge, shares knowledge willingly with others, and is strongly aligned with the Trust's mission.

Organization Competencies

- **Alignment with Queen’s legacy:** Understanding and appreciation of Queen Liliuokalani’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 hakuhia (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.

Mental and Physical Demands:

- Ability to lift boxes containing office equipment or records up to 25 lbs pounds and lift them into cabinets or stack them 3-4 feet above floor level.
- Requires frequent sitting—over 50% of the time.
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Needs to travel, on occasion, via ground transportation or air to other office locations.
- Frequently communicates in writing or verbally in person or over the phone with co-workers to answer questions and assist with finance related matters.
- Frequently reads and interprets written agreements, requests for funds and other written material and interprets them to determine action needed to be taken.