

Job Description

Job Title: Senior Accountant	Reports to: Assistant Controller
FLSA Status: Full Time	Aligned Executive: CFO
Kipuka: Liliuonamoku	Department: Finance

Job Purpose

This position will assist in maintaining the financial records of the Agency and ensuring that financial transactions are properly recorded. Ensures the accuracy of entries to general ledger accounts and reconciles subsidiary records to the general ledger. Assists in compiling financial data and preparing financial reports. The position reports to the Assistant Controller, but will also take direct instructions from the Controller or the Vice President/Chief Financial Officer and other executives.

Essential Responsibilities

- Prepares monthly general ledger entries in support of the Agency's operations. Is able to apply working knowledge of generally accepted accounting principles to record both recurring and non-recurring transactions.. This also involves completing the month-end closing process to finish no later than the 15th work day, ensuring that accounts are properly reconciled in a timely manner (no items aged over 120 days and all accounts reconciled at least semi-annually).
- Assists Supervisor with the preparation and timely delivery of financial and regulatory reports, audit/tax schedules and tax returns. Ensures that mutually established reporting/filing deadlines are met, and that all regulatory reports/tax returns are turned in for supervisory review no later than two days prior to the filing date. Also ensures that quality control checks are established to reconcile the accuracy of the reporting data to the general ledger.
- Responsible for the accounting for the agency's investment portfolio. This involves posting the necessary journal entries and reconciling the portfolio's general ledger balances to the custodial bank and other external records. Maintains the related tax records, including all K-1 forms and 1099s. Also updates annual tax/audit schedules that relate to the investment portfolio. Must have a good understanding of generally accepted accounting principles-particularly as they relate to marketable and non-marketable investments.
- Maintains accuracy of the Property Management (PM) data in Timberline (ensures that all lease agreement data is updated no less than monthly-- prior to each rent roll) and processes all PM transactions in a timely manner (per the deadlines that have been mutually established in Monthly Checklist).

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

Bachelor's degree, with major or area of study in accounting or finance. This position requires at least three years of accounting experience in the general ledger area. The position also requires a solid understanding of generally accepted accounting principles, accounting operations, and will also require prior financial analysis or reporting experience. A strong working knowledge of EXCEL (intermediate level or higher) is also required.

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 initiative, prioritizes 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 and are 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 hakuha (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.

Terms and Conditions of Employment

As a condition of employment, employee will be subject to LT's policies and procedures.