



Job Description

Job Title: Accounts Payable Associate	Reports to: Assistant Controller
FLSA Status: Full-Time, Non Exempt	Aligned Executive: Vice President & Chief Financial Officer
Kipuka: Lili'uonamoku	Department: Finance

Job Purpose

This position will process all requests for payment on behalf of Lili'uokalani Trust (LT), while ensuring compliance with government laws and regulations, LT policies and performance in accordance with written contracts and agreements. The position will also process bank deposits and the maintenance of filing systems for all deposits and payment documents. It also assists in user training for new and revised financial processes and procedures, as well as the development and maintenance of written accounting policies and procedures. This position reports to the Assistant Controller, but will also take direct instructions from senior leadership as needed.

Essential Responsibilities

- Process requests for checks and ACH payments. This position will also audit transactions 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.
- Audits Concur expense reports that are submitted by LT employees and approved by their respective managers. Ensures 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.
- Has the capacity to comprehend and explain LT's policies and procedures and their rationale to staff. Assists Supervisor in designing and conducting unit training regarding cash disbursement and other accounting process changes, particularly upon the installation of new financial systems.
- Assists Supervisor in developing and continuously revising the agency's financial policy manual and other written procedures.

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's 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. Previous accounts payable experience preferred. Proficiency in Microsoft Office program required (Word, Outlook and Excel).

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, 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 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 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.