

Job Title:  Accountant

Job Requirements:

Work is performed under the minimal supervision of the Senior Accountant with latitude for the use of initiative and independent judgment.

Responsibilities include: Assures the fiscal procedures meet generally accepted accounting principles (GAAP); assures general ledger reflects accurate allocation of expenditures and revenues; assures purchasing procedures meet policies and “best value” determination, serves as backup budgeting procedures; assists in monthly financial statements; participates in preparation of documents for the fiscal audit with outside firm; compiles insurance renewal information annually and allocates costs; assists in the preparation of financial reports quarterly and as needed.

Graduation from an accredited two (2) year college or university with major course work in business (accounting preferred) or 3 years of relevant experience in a related field, with at least one (1) year of full-time paid work experience in a related field. Knowledge and skill in operating standard office equipment and personal computer with Microsoft office Products is required.

This position ensures all activities support the mission, values and goals.

**Essential Duties and Responsibilities**

1. Maintain accounting system for cash management, accounts payable, credit control, petty cash, trust and safekeeping accounts in accordance with GAAP.
2. Prepare and review the following journals: Cash Receipts, Billing, Accounts Payable, Cash Disbursements, Payroll and General.
3. Assist in accounts payable, invoice review and entering monthly vendor reconciliation and weekly check preparation.
4. Document and maintain complete and accurate supporting information for all financial transactions.
5. Review and analyze vendor expenses.
6. Provides analysis of departmental performance.
7. Collects and analyzes data and provides information regarding insured assets.
8. Analyzes accounts payable to project cash flow needs for the new fiscal year, and to monitor the actual results daily and weekly.
9. Monitors accounts payable and accounts receivables; monitors AR/AP to keep AR/AP at or near target goals.
10. Reviews Journal Entries for accuracy and completeness. Identified journal entries are prepared and entered to record and/or allocate revenue or expenditures on a monthly basis preparing the trial balance.
11. Attends meetings as required.
12. Performs other duties as assigned.

**Knowledge, Skill and Experience:**

1. Strong interpersonal and communication skills with an ability to work effectively with a wide rate of people, teams, managers, supervisors, and vendors.
2. Encourages teamwork; energetic and able to motivate teams and individuals.
3. Ability to make sound and evaluative judgments; strong organizational, problem solving and analytical skills.
4. Working knowledge of cash management principles and procedures.
5. Knowledge of the business use of computer hardware and software, including, but not limited to, Microsoft Office, etc.
6. Working knowledge of Generally Accepted Accounting Principles (GAAP).

**Qualifications of the Accountant:**

1. Associate degree in accounting or an equivalent combination of education and experience, with basic knowledge of generally accepted accounting principles.
2. Bachelor’s Degree with 1 year of experience related to the responsibilities specified preferred
3. Familiar with Health Care billing concepts, practices, and procedures.
4. At least 1 year of GL, AP, AR experience a plus.
5. Ability to thrive in a fast-paced environment.
6. Excellent attention to detail and organizational, problem solving, project management, and communication skills.
7. Ability to effectively manage multiple priorities at the same time, whether working independently or as part of a team
8. Ability to lift and move up to 25 lbs.

To apply: Email Arnold Cristobal: ArnoldC@maunalani.org