**Accounting Specialist**

Pacific Power Electrical Contracting LLC (PPEC) is a woman-owned, small business for general electrical and pole & line work, based out of Kapolei, Hawaii. PPEC holds licenses and offices in both Hawaii and Arizona. PPEC is seeking an Accounting Specialist to join our team and will provide support to the accounting department.

Duties:

* Provide support to Accounts Receivable, Accounts Payable, Payroll, Job Cost, and Cash Management.
* Assist with monthly, quarterly, and annual reporting.
* Assist with incoming invoices by check, EFT, and credit card.
* Assist with reconciling monthly vendor statements, credit card statements, and bank transaction statements.
* Assist with processing set up of new vendors and maintain vendor management.
* Maintain payment schedules.
* Ensure compliance with internal accounting procedures.
* Assist in the maintaining of accurate records; including ledgers, journals, receipts, and invoices.
* Perform administrative and other tasks as needed.

Minimum Requirements:

* Knowledgeable with VISTA Viewpoint Accounting System.
* Knowledgeable with General Ledger and General Journal accounts.
* Familiarity with Microsoft Office Apps; Excel, Word, Outlook, PowerPoint.
* Familiarity with Microsoft Teams and Zoom platforms.
* Excellent attention to detail and accuracy to financial data.
* Ability to maintain confidentiality.
* Deadline-driven with excellent time management.
* Knowledgeable with GAAP Accounting standards.
* Knowledgeable with Federal and State accounting regulations.
* Written and verbal communication a must.
* Able to work collaboratively in a team setting.
* Able to work independently and without supervision.
* Organizational skills in maintaining accurate records.

Requirements:

* Associate or Bachelor’s degree in Accounting or Business Administration-specializing in Accounting, and/or 3 years of financial and managerial accounting, preferably in construction.
* Experience in accounts receivable, accounts payable, and payroll.

Pay and Benefits:

* $15.00 an hour
* Part-time, up to 20 hours a week; with the possibility of full-time availability
* Work week is Monday – Friday; Weekends off
* Located in Kapolei, Hawaii office