



NEIGHBORHOOD PLACE OF PUNA

To nurture, strengthen, and celebrate 'ohana

16-105 'Ōpūkaha'ia Street
Kea'au, HI 96749
(808) 965-5550
neighborhoodplace.org

Job Title: Accounting Professional
Reports To: Director of Finance and Fund Development (DOFFD)
FLSA Status: Exempt - Part-Time
Created On: November 2023

Position Summary:

The Accounting Professional supports Neighborhood Place of Puna (NPP) in fulfilling its mission and vision by ensuring that the company is in Federal and State compliance with the delivery of Federal assistance funds. Under the direction of the Director of Finance and Fund Development, the Accounting Professional is responsible for overseeing all financial aspects of the Emergency Rental Assistance Program such as accounting and bookkeeping services, assisting in prep for the annual Single Audit, reviewing flagged or fraudulent applications, reviewing of applicant files to ensure approved applications are in compliance for financial approval.

Accounting Professional Essential Duties & Responsibilities include the following:

- Perform accounting and bookkeeping for NPP and supervise bookkeeping processes employed by other NPP staff as directed by the Director of Finance and Fund Development
- Assist in developing, modifying, and tracking budgets specific to the ERAP
- Participate in tracking and reporting on budget expenditures to ensure fidelity to ERAP grant and program requirements
- Assist in preparing documentation, budgets, reports for NPP's annual audit
- Performing regular, detailed audits to ensure accuracy in financial documents, expenditures and investments
- Assist in the review of ERAP applications and files to ensure applicants are in compliance for financial approval
- Stay informed on Federal and State compliance requirements specific to ERAP grant and Federal Single Audit
- Help drive the NPP's financial and programmatic planning by analyzing its financial performance and identifying potential risks and opportunities

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- Bachelor's Degree in accounting/finance/business.
- CPA license preferred.
- Experience with accounting software, specifically QuickBooks.
- 4+ years proven work experience as an accounting professional.



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- Thorough knowledge of Generally Accepted Accounting Principles (GAAP).
- Excellent analytical skills with attention to detail.
- Integrity, with an ability to handle confidential and sensitive information.
- Forensic Accounting experience is a plus.
- MS/MA is a plus.

Other Requirements:

- Valid Hawaii driver's license and no-fault car insurance.
- Resident of East Hawai'i Community area preferred.
- Criminal Record and/or DHS-CWS background check.
- Maintain general cleanliness of the workspace.

Physical Demands:

- Climb and/or walk up and down stairs and/or walkways.
- Sit for periods of up to 30 minutes at a time.
- Walk and/or stand for up to 30 minutes at a time.
- Lift, carry, pull, and/or push items up to 30 pounds at a time for short distances. Such motion may include reasonable bending, stooping, reaching, and twisting.

Work Environment:

While performing the duties of this Job, the employee may be exposed to wet and/or humid conditions and outside weather conditions. Although rare, the employee may be exposed to fumes or airborne particles and extreme heat. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually loud.

The Accounting Professional position is an Administrative position. However, Neighborhood Place of Puna runs an emergency homeless shelter and provides services to families at risk for child abuse and neglect. Though unlikely, NPP cannot guarantee that the Accounting Professional will not occasionally see, engage or be confronted with the following: violence and threats of violence; profane, racist and/or sexist language; bodily fluids; conflict; interactions with First Responders; alcohol and other street drugs; cigarette smoke; death of service participants; nudity of service participants; people involved with sex work; people involved in the drug trade; persons used against their consent, will or knowledge; people in conflict with the law; and/or other situations that may be unsettling. Measures are taken to train staff to appropriately deal with these situations.