



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 Assistant
Reports To: Director of Finance and Fund Development (DOFFD)
FLSA Status: Exempt: Part-Time or Full-Time
Created On: March 2024

Position Summary:

Under the supervision of the Director of Finance & Fund Development (DOFFD), the Accounting Assistant is an executive level position and supports Neighborhood Place of Puna (NPP) in fulfilling its mission and vision of empowering local families and communities in East Hawai'i. The Accounting Assistant is responsible for (1) Providing comprehensive support to high-level executives within the organization. (2) Collaborating with cross-functional teams to streamline financial policies and procedures, enhance accuracy, and resolve accounting and/or financial discrepancies. (3) Generating financial reports, projections and budgets. (4) Assisting in reviewing approved applicant files to ensure documentation is accurate, complete and in compliance for financial approval. (5) Assisting with preparation for the annual organizational Single Audit. (6) Assisting with general clerical duties such as handling incoming accounts payable, scanning and photocopying documents, filing, and simple data entry. (7) This position requires a highly motivated individual with exceptional organizational skills, strong interpersonal abilities, and the ability to thrive in a dynamic and demanding environment. By providing comprehensive support to the executive team, the Accounting Assistant contributes to the overall effectiveness and efficiency of the organization's operations in alignment with its mission.

Accounting Professional Essential Duties & Responsibilities include the following:

- Perform general bookkeeping tasks for NPP and supervise financial policies and procedures implemented by other NPP staff as directed by the Director of Finance and Fund Development
- Assist in developing, modifying, and tracking budgets
- 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 approved files to ensure applications are in compliance for financial approval
- Stay informed on grant specific Federal, State and County compliance requirements
- Help drive the NPP's financial and programmatic planning by analyzing its financial performance and identifying potential risks and opportunities
- Perform basic data entry tasks including crafting spreadsheets, entering accounts payable and logging transactions



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- Perform general clerical duties like handling incoming and outgoing mail, accurately filing and documenting accounts payables, scanning documents, communicating with vendors or customers about invoices/payments

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 preferred in accounting/finance/business.
- CPA license preferred.
- Experience with accounting software, specifically QuickBooks.
- 2+ years proven work experience in accounting, business or finance.
- 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.



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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 Assistant 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 Assistant 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.