



3094 Elua Street
Lihu'e, HI 96766
T: 808-245-5959
F: 808-245-5961
ywcakauai.org

JOB DESCRIPTION

Position Title: Accountant
Program: Administration
Responsible to: Chief Finance Officer
Classification: Full-Time, Exempt

General Qualifications: In alignment with the mission of **the YWCA of Kaua'i to eliminate racism, empower women and promote peace, justice, freedom and dignity for all**, the ideal candidate will be able to contribute to a work environment that values diversity, creativity and mutual respect, as well as:

1. Communicate effectively, both orally and in writing, with people of various ages, cultures and backgrounds.
2. Maintain effective working relationships and be a team player.
3. Assume individual responsibility and work collaboratively.
4. Utilize good organizational and multi-tasking skills and be able to handle multiple priority tasks using independent judgment.
5. Perform all duties in compliance with the laws and regulations of the State of Hawai'i and the United States government.

Specific Qualifications:

1. Minimum of 3-5 years of experience in accounting, with a focus on fund accounting preferred.
2. Demonstrated experience in processing payroll and timesheets.
3. Proficiency in processing and reconciling accounts payable (AP) and accounts receivable (AR).
4. Strong organizational skills with the ability to effectively prioritize tasks as assigned.

Education & Technical Skills:

1. Bachelor of Science in Accounting.
2. Proficiency in working with Windows-based PC systems.

3. Advanced proficiency in developing Excel spreadsheets, including mathematical formatting and complex formulas.

Function:

Reporting to the Chief Finance Officer, the accountant provides general accounting work, to support the YWCA of Kaua'i programs and services. The Accountant ensures adherence to both YWCA's internal accounting standards and governmental regulations, aligning with organizational principles and objectives.

Responsibilities:

1. Handle general accounting tasks including payroll, timesheet procedures, and the maintenance and preparation of accounts payable and accounts receivable.
2. Determine account designations and appropriately distribute charges and credits.
3. Prepare adjusting and closing journal entries as necessary.
4. Analyze and develop accurate financial and/or contractual reports for dissemination to the Executive Director, Board of Directors, Program Directors, and Chief Finance Officer, ensuring compliance with financial regulations.
5. Assist in the preparation of budgets and any subsequent amendments.
6. Maintain contractual files in accordance with YWCA of Kaua'i policies and procedures.
7. Performing bank errands and actively seeking signatories for checks and other official documents.
8. Perform any additional duties as assigned, recognizing that responsibilities and tasks may evolve or change over time with or without prior notice.

Additional Requirements:

1. Valid driver's license, vehicle and proof of insurance or means of transportation.
2. Current First Aid and CPR certification.
3. Willing and able to travel off-island for training and meetings as required.
4. Comply with background check requirements.

Acknowledgement of receipt of Job Description

Name

Date

Revised March 1, 2024