

Accounting/HR Assistant



- Full-Time Position
- Location: Administrative (Corporate)
- **Position Summary:**
 - Supports Full Charge Bookkeeper in maintaining, processing and reconciling bookkeeping transactions for the Agency.
 - Responsible for processing of accounts payables (coding, entering, disbursing, rejections, reconciling, etc.)
 - Assists in the calculation and transmittal of payroll hours and other pertinent data to payroll service.
 - Prepares and makes bank deposits and/or deposit entries in the accounting system as well as aide in other data entry postings.
 - Organizes, files, types and collates records.
 - Provides administrative support to HR which may include posting ads, processing background checks, preparing new hire packets, tracking licensure/certification renewals, assembling and disassembling personnel files, filing, etc.
 - Supports Gift Coordinator with donor system data entry and gift tracking.
 - Assists with staff technology support as needed.
 - Assists with mail courier communication between both Hospice of Hilo Sites.
- **Skill & Knowledge Requirements**
 - Excellent organizational and communication skills, both oral and written
 - Requires understanding of accounting principles as well as human resource processes.
 - Excellent mathematical & record keeping skills.
 - Competent working knowledge of MS Office Suite & data base systems.

- **Competencies:**
 - Personal effectiveness/credibility
 - Excellent Computer proficiency
 - Accounting terminology/practices
 - Critical thinking
 - Communication proficiency
 - Ethical conduct
 - Time management
 - Ability to multitask in a fast-paced environment.
- **Educational and Experience Requirements**
 - High School Diploma. Associates Degree in business, accounting, office technology or human resources preferred.
 - Minimum of one (1) year experience in related field. (2 years preferred).
- **Click on the link below to APPLY!**
- <http://www.ondemandassessment.com/verify/apply/yRvqyee/hThTThba>