

# Accounting Office Clerk



- Full-Time Position
- Location: Administrative (Corporate)
- **Position Summary:**
  - Supports Full Charge Bookkeeper in maintaining accounting processes and reconciling bookkeeping transactions for the Agency (accounts payable, accounts receivable, reconciliation).
  - 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 accounting related data entry postings.
  - Organizes, files, types and collates accounting records & reports.
  - In addition to accounting duties, provides administrative support to HR which may include preparing new hire packets, tracking licensure/certification renewals, entering information into database, assembling/disassembling personnel files, 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 with high level of proficiency in Excel.

- **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**
  - Degree in Accounting with at least (2) years of on the job work experience. Or;
  - High School Diploma with at least (3) years of on the job work experience.
- **Click on the link below to APPLY!**
- <http://www.ondemandassessment.com/verify/apply/yRvqyee/hThTThba>