



H. C. E. O. C.  
Hawaii County Economic Opportunity Council

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## Job Posting

**Position Title:** Accounting Supervisor (Full-time)  
**Reports To:** Fiscal Officer  
**Job Location:** Hilo Central Administration  
**FLSA:** Exempt

**Accountability:** The Accounting Supervisor position provides direct support for the fiscal department related to the accomplishment of the Fiscal Department's objectives and activities and under the supervision of the Fiscal Officer. Responsible for compiling all fiscal statistics required by federal, state, and local agencies.

**Essential Job Functions:** *(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.)*

**Two to three accounting functions permanently assigned with periodic assistance to other accounting functions, plus supervisory responsibilities to Pre-Audit Clerks.**

### **General Accounting Functions:**

1. Maintains accounting records required in the control of the fiscal operations.
2. Compiles and prepares reports of fiscal data.
3. Classifies, codes, and creates posting controls
4. Distributes accounting documents governing encumbrances, expenditures, and revenue to proper accounts and funds.
5. Collects, classifies, and evaluate fiscal data.
6. Makes standard adjusting and closing entries.
7. Verifies and analyzes financial data and prepares statements and reports...
8. Participates in making studies and estimates of agency revenue and operating costs and assists in working out allocation funds and costs to various programs.
9. Support in developing and refining accounting procedures.
10. Posts and summarizes a variety of fiscal data.
11. Maintains fiscal journals and ledgers.
12. Prepares monthly and/or quarterly expenditure reports required by various funding sources as assigned.
13. Performs a variety of clerical tasks which may include typing and filing records and correspondence for the fiscal department.
14. Performs other duties as requested by the responsible Supervisor

### **Accounts Payable Functions:**

1. Reviews vouchers, invoices, purchase orders, and other data for conformance with standards and accuracy of extensions and computations; distributes charges to proper accounts.
2. Enters valid vouchers and invoices into the accounting system.
3. Processes weekly distribution/check runs.
4. Maintains vendor files.
5. Reconcile vendor accounts for any discrepancies, including communication with vendors.
6. Maintain procurement processing and associated forms for accounting procedures.
7. Assures all supporting documentation to accounts payable packets are complete and in compliance.
8. Assist with preparations of annual form 1099's and its processing.

**Accounts Receivable Functions:**

1. Prepares all invoices and account statements for program and service fees.
2. Prepares all grant payment and reporting requests.
3. Enters receivable data into accounting system.
4. Maintains invoice and payment request files with all appropriate supporting documentation.
5. Reconcile customer accounts for any discrepancies, including communication with customers.
6. Maintain receivable processing and associated forms for accounting procedures.
7. Assures all supporting documentation to accounts receivable packets are complete and in compliance.
8. Assist in maintaining and recording contributions. Also, assist with contributions solicitation.

**Payroll Functions:**

1. Compile and compute semi-monthly timesheets from all employees.
2. Compile and review for completeness, all necessary supporting documentation to timesheets per pay period. Follow up on missing information with employees.
3. Process semi-monthly payroll through ADP payroll system
4. Maintain payroll deductions by entering updated information after receipt of personal action forms.
5. Maintain vacation accrual tracking system, to include a quarterly balance report to the Managers and staff.
6. Follow up on any discrepancies as needed for payroll processing.
7. Maintain payroll timesheets formatting and other payroll related forms.
8. Coordinate with the allocation clerk for accuracy of funding source allocations for labor and benefit costs.
9. Assist with all payroll tax related processing.

**General ledger Functions:**

1. Assist with reconciling the general ledger accounts.
2. Process approved journal entries as directed.
3. Prepare and maintain support documentation for journal entries.

**Cash Receipts Functions:**

1. Receives, records, and deposits cash and check collections.
2. Maintain a cash receipt journal.
3. Prepares a cash receipt voucher with support documentation attached.
4. Enters receipts into accounts receivables system.
5. Maintains cash receipt files and records.

**Bank Reconciliation Functions:**

1. Make approved and verified journal entries in preparation to bank reconciliation.
2. Compile support documentation to be attached to the appropriate month's reconciliation.
3. Perform monthly reconciliation of bank accounts to general ledger cash accounts.
4. Maintain bank statement and reconciliation files.

**Funding Source Administering Functions:**

1. Assist with maintaining funding source budgets and its percentage of allocations.
2. Apply percentage allocations to shared costs transactions or as directed by the Fiscal Officer.
3. Assist with periodic funding source reporting requirements, to include various formats of reporting methods per funding sources.
4. Assist in maintaining funding source compliance requirements.
5. Prepare periodic change of staffing full time equivalent percentage schedules.

**Fixed Assets Functions:**

1. Assist in maintaining fixed asset inventory files.
2. Periodic physical inventory of all assets; equipment, furniture, and vehicles.
3. Assist to prepare and record depreciation schedules and journals.

**Other Fiscal Functions:**

1. Maintaining of insurance policies, files and records.



2. Maintaining of sub-contractor files and records; contracts, MOU's or agreements, certificate of insurance, and all related supporting documentation.
3. Travel coordinating process; assist staff with filling out forms for travel, process for purchase, maintain travel forms.
4. Assist in preparation for outsourced auditing.
5. Performs other related duties as assigned.

**Knowledge, Skills, and Abilities:**

- Accounting software systems
- MS Excel, MS Word, e-mail, and related PC software systems
- Accounting terminology and working understanding of generally accepted accounting principles
- Standard office practices and procedures as they relate to the processing and recording of transactions and accounting information
- Business English, grammar, spelling, and word usage
- Filing methods and systems
- Operations and maintenance of standard office machines
- Maintain fiscal accounts and records accurately
- Detect errors in posting and calculations
- Prepare correspondence and fiscal summaries reports and statements
- Interpret fiscal records and data
- Learn, understand, and apply applicable grant or contract rules or requirements
- Operate and maintain standard office machines and equipment, including electronic computer equipment and peripherals
- Follow oral and written instructions
- Ability to be cross trained in other accounting functions
- Establish effective working relationships with other staff members of HCEOC

**Minimum Qualifications:**

*(Two to three accounting functions permanently assigned with periodic assistance to other accounting functions)*

A combination of education and experience substantially equivalent to an Associate's degree and/or three (3) years of experience performing various accounting functions; payroll, accounts payables, accounts receivables, and bank reconciliations.

- Experience in accounting for non-profits and fund allocations or job cost accounting.
- Supervisory experience of at the least one (1) direct staff member.
- Analyzing, interpreting, and reporting of financial reports.
- Must possess a valid driver's license with no restrictions or serious violations and submit renewal upon expiring periodically.
- Provide a driving abstract prior to hire and updated annually.

If you are interested in applying for this position, please submit your resume and letter of interest Human Resources, at H.C.E.O.C., 47 Rainbow Drive, Hilo, Hawaii 96720, or by email to [hceochrclerk@hceoc.net](mailto:hceochrclerk@hceoc.net).

**Closing date for this recruitment will be January 16 at 12:00 noon.**