



Job Title:	Accounting and Administrative Assistant	Job Category:	Non-exempt
Department/Group:	Administration	Travel Required:	Yes
Location:	Kāko'o 'Ōiwi	Position Type:	Part-time
Level/Salary Range:	Entry Level/\$20	Date Posted:	08/19/2022
HR Contact:	Michelle Nakayama	Posting Expires:	08/26/2022
Will Train Applicant(s):	Will Train Applicant(s)		
External Posting URL:			
Internal Posting URL:			
Applications Accepted By:			
EMAIL: Hiring@kakooiwi.org Subject Line: Accounting and Administrative Assistant		MAIL: Kako'o'Oiwi PO Box 5307 Kaneohe, HI 96744	
Job Description			
<p>Kako'o'Oiwi is looking for a hard-working, experienced Accounting and Administrative Assistant to perform a variety of financial tasks. A successful Accounting and Administrative Assistant will ensure that the company's daily accounting functions are run accurately and effectively while supporting all functions in a small office environment.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Accounts Receivables/Sales <ul style="list-style-type: none"> ○ Generate invoices for product sales, events, activity fees, etc. ○ Follow up on collection for outstanding invoices ○ Records all payments for Accounts Receivable in QuickBooks Online (QBO) ○ Record Paypal transactions into QuickBooks ○ Reconcile Paypal transactions to ensure all transactions are deposited into bank account. ○ Record donations or sales received which are paid through point of sales • Accounts Payable <ul style="list-style-type: none"> ○ Receives approved bills and enters them into QBO. ○ Provides AP list to Contracted Director of Finance and Executive Director every other week ○ Processes checks (cuts checks and creates disbursement packet). Provides folder to Contracted Director of Finance to review and Executive Director to sign. ○ Mails out checks and files check packets by vendor. ○ Follows up on open vendor payments or questions related to vendors. ○ Obtains Form W9 from all required vendors ○ Works with Contracted Director of Finance to prepare Form 1099s annually. 			



- Chase Credit Card
 - Obtains credit card receipts from Executive Director.
 - Mounts and organizes credit card receipt.
 - Enters credit card transactions into QBO weekly.
 - Match credit card receipts to monthly statement.
 - Follows up on any receipts not received.
- Payroll
 - Review timesheets on a biweekly basis to ensure all time is properly entered into the isolved payroll system.
 - Ensure payroll is reviewed and approved by the Executive Director in a timely manner
 - Review employment paperwork to ensure all documents are submitted to onboard new employees with ProService.
 - Review payroll reports for accuracy.
 - Communicate with Contracted Director of Finance any issues relating to payroll compliance or errors.
- Administration
 - Participates in monthly staff meetings.
 - Attends administrative meetings as requested.
 - Assists with fundraising events (as needed).
 - Assist with production of value-added products (as needed).

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma or alternative equivalent.
- Personal vehicle and current driver’s license

PREFERRED SKILLS

- Practical accounting experience
- Previous office experience a plus
- Hands-on experience with spreadsheets
- Accuracy and attention to detail
- Self motivated and ability to work independently and ask questions
- Integrity and a willingness to learn
- Willingness to work occasional weekends
- Positive work attitude to support all areas of a small office
- Ability to communicate via phone, text, and email

ADDITIONAL NOTES

Reviewed By:	Jonathan Kanekoa Kukea-Shultz, Executive Director	Date:	08/19/2022
Approved By:	ProService	Date:	08/19/2022
Last Updated By:	Michelle Nakayama	Date/Time:	08/18/2022