



Job Title:	Senior Accountant	Job Category:	Exempt
Department/Group:	Administration	Travel Required:	Yes
Location:	Kāko'o 'Ōiwi	Position Type:	Full-time
Level/Salary Range:	\$62,000 DOE	Date Posted:	
HR Contact:	Michelle Nakayama	Posting Expires:	
Will Train Applicant(s):	Yes – for right candidate		
External Posting URL:			
Internal Posting URL:			
Applications Accepted By:			
EMAIL: Hiring@kakooiwi.org Subject Line: Senior Accountant		MAIL: Kako'o'Oiwi PO Box 5307 Kaneohe, HI 96744	
Job Description			
<p>Kāko'o 'Ōiwi is seeking a hands-on and detail-oriented Senior Accountant to support the organization's accounting operations and financial processes. This position plays a critical role in maintaining accurate financial records, supporting compliance requirements, and ensuring continuity of financial operations.</p> <p>This role is designed for an individual who is both hands-on and analytical, capable of performing day-to-day accounting functions while also supporting higher-level responsibilities in financial review, reporting, and grant-related activities.</p> <p>This position provides involvement in broader financial operations and leadership functions, with opportunities for increased responsibility based on performance and organizational needs. This role is expected to contribute at both operational and oversight levels, with a willingness to support all aspects of the finance function as needed in a small team environment.</p>			

ROLE AND RESPONSIBILITIES

- **Accounts Payable & Core Accounting Support**
 - Support and perform accounts payable processes, including:
 - Vendor bill entry
 - Check processing and documentation
 - Maintenance of complete and accurate records
 - Ensure accuracy and completeness of accounts payable transactions and supporting documentation
 - Assist with vendor management processes, including:
 - W9 collection and maintenance
 - 1099 preparation support
 - Provide hands-on support across all accounting functions as needed, including stepping into operational tasks to maintain workflow and deadlines
- **Hands-On Accounting & Operational Support**
 - Perform day-to-day accounting functions as needed, including:
 - Transaction entry
 - Accounts payable processing
 - Support for accounts receivable processes
 - Provide coverage for accounting and administrative functions during:
 - Staff absences
 - Transitions
 - Periods of increased workload
 - Maintain working knowledge of all financial workflows to ensure continuity of operations
- **Accounting Operations & Reconciliations**
 - Perform and/or support:
 - Bank reconciliations
 - Credit card reconciliations
 - Ensure all financial activity is accurately recorded and supported
 - Support month-end close processes and preparation of financial reports
 - Assist in maintaining accurate and timely financial records to support reporting, audits, and compliance requirements

- **Grant Support & Compliance**
 - Prepare grant billing, financial reports, and supporting documentation for CFO review and approval
 - Track grant budgets and expenditures and identify variances
 - Maintain organized and complete grant documentation
 - Support compliance with grant requirements, including:
 - Allowable cost tracking
 - Documentation standards
 - Reporting deadlines
- **Financial Review & Internal Controls**
 - Review accounting transactions and supporting documentation for accuracy and completeness
 - Identify and flag discrepancies for review and resolution
 - Support implementation and maintenance of internal controls
 - Assist in transitioning reconciliation and review responsibilities from the CFO over time
- **Audit & Compliance Support**
 - Prepare audit workpapers and supporting documentation
 - Assist with audit requests and financial reporting requirements
 - Support insurance renewal process, including:
 - Compiling required financial documentation
 - Coordinating renewal information
- **Cross-Training & Team Support**
 - Provide backup support across all finance functions
 - Support team members and assist in maintaining workflow efficiency
 - Contribute at both operational and oversight levels, with a willingness to support all aspects of the finance function in a small team environment

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor’s degree in Accounting, Finance, or related field preferred
- Minimum of 2–5 years of accounting experience
- Experience with:
 - Accounts payable
 - Reconciliations
 - Financial reporting
- Experience with QuickBooks Online or similar accounting systems
- Experience in nonprofit and/or grant-funded environments preferred
- Strong understanding of:
 - Basic accounting principles
 - Financial documentation and recordkeeping



- Experience or familiarity with grant-funded environments, including federal grant compliance requirements such as Uniform Guidance (2 CFR Part 200), Single Audit requirements (formerly A-133), and related financial reporting standards preferred

PREFERRED SKILLS

- Practical accounting experience relevant to the role
- Hands-on experience with spreadsheets and financial systems
- Strong accuracy and attention to detail
- Self-motivated with the ability to work independently, prioritize tasks, and ask questions when needed
- High level of integrity, professionalism, and willingness to learn
- Ability to communicate effectively via phone, text, and email
- Strong organizational and time management skills
- Positive and collaborative work attitude to support a small, team-oriented environment
- Willingness to assist across functions as needed
- Flexibility to support occasional evenings and weekends, particularly for events or operational needs
- Ability to think critically, identify issues, and support problem resolution

ADDITIONAL NOTES

This position supports the ongoing development and sustainability of the organization’s financial operations. Responsibilities may evolve over time based on organizational needs and individual performance.

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