

`Olelo Community Media

Job Title: Accountant

Employment Type: Full-Time

FLSA Status: Non-exempt

Department: Finance & Administration

Reports To: Director of Finance & Risk Management

Job Summary

Olelo Community Media is looking for a self-motivated Accountant to join our Finance & Accounting team. In this role, you will play an important role in Olelo's financial operations, ensuring accuracy in accounting and compliance with the law.

Here at Olelo, we're committed to working together as an ohana, and value teamwork, integrity and aloha in all that we do. We are here to fulfill Olelo's purpose and mission to serve Hawaii's community, and our external and internal customers (each other) with aloha and integrity.

Our Accountant is tasked with implementing systems and best practices to achieve desired financial and accounting outcomes and ensuring sound fiscal health. Our Accountant serves as the lead accounting staff person. Duties and responsibilities include, but are not limited to, the primary list below and other inherent duties and responsibilities associated with such position

Essential Duties

- 1.Full charge bookkeeping, to include Accounts Payable (coding, data entry,) and Accounts Receivable (invoicing, cash receipts, collections).
- 2.Monitor Journal Voucher log for completeness and prepare monthly journal entries, including prepaids, cash receipts, and miscellaneous entries as needed.
- 3.Monthly closing process including reconciliation of balance sheet accounts, preparation of journal entries.
- 4.Perform payroll operations. Check timesheets for accuracy. Coordinate interface with the payroll service provider and properly record payroll information.
- 5.Assist Finance Director with analyzing financial information detailing assets, liabilities, and capital; and prepare financial statements.
- 6.Reconcile bank statements, monitor depreciation schedules (straight-line), cross check source documents (ground lease, tenant revenue) to ensure accuracy of billing and payment schedule, and prepare annual audit schedules.
- 7.Prepare monthly, quarterly, and annual budget status reports.
- 8.Government reporting including W-9s, Form 1099 and general excise tax filings.
- 9.Establish, document, and periodically review and update accounting policies and procedures.

Secondary Duties

- 1.Knowledge of Non-Profit fund accounting and MIP accounting software.
- 2.Demonstrated PC knowledge, including Windows, Microsoft Word , Excel, and Access.
- 3.Demonstrated ability to perform multiple projects with changing priorities, be thorough, attentive to detail, take initiative with work tasks, and effectively manage pressure in meeting deadlines.
- 4.Demonstrated ability to manage and complete financial/accounting projects and assignments accurately, efficiently and effectively.
- 5.Demonstrated analytical skills and attention to detail and accuracy.
- 6.Demonstrated ability to respect the confidentiality of ??lelo business, manage confidential and sensitive information related to ??lelo business.
- 7.Demonstrated ability to align ??lelo staff assignments with ??lelo purpose, mission, needs and goals

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

- 1.Bachelor's degree of Business Administration in Accounting, or equivalent Associates Degree.
- 2.Experience working for non-profit organizations desirable.

Prior Experience:

1. Minimum of three years's experience in accounting or finance management.

Behavioral Characteristics

- 1.Demonstrated ability to work both independently and in partnership with other team members, both in Olelo and in the community, and work effectively with integrity and aloha to achieve and promote Olelo?s goals.

Language Skills

- 1.Demonstrated ability to communicate and work effectively with people of diverse social, cultural, economic, age, gender, and racial backgrounds.
- 2.Demonstrated effective listening, interpersonal and communication skills with internal and external customers.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may

be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- occasionally exposed to extreme cold.