



Finance & Accounting Specialist

Position Type: Part-Time, Up to 30 Hours per Week

Work Arrangement: Hybrid – Flexible In-Person and Remote

Reports To: Co-Executive Directors

Employment Status: Hourly, At-Will; Non-Exempt, \$30-\$38 commensurate with experience and qualifications

Position Overview

Ho'okua'aina seeks an experienced, highly organized Finance & Accounting Specialist to support the organization's financial management, budgeting, reporting, and sales operations. This position requires strong accounting expertise, advanced Excel skills and Google Workspace, proficiency in QuickBooks Online, and the ability to work independently while collaborating with executive leadership, the CPA, and program staff. The role also supports produce and merchandise sales, order management, and customer service.

Essential Duties & Responsibilities

Financial Management & Reporting

- Support daily accounting operations, reconcile bank accounts, review financial records, and coordinate with the CPA to ensure accuracy.
- Develop and monitor organizational and program budgets, financial projections, and cash flow forecasts.
- Prepare monthly and quarterly financial statements, budget-to-actual reports, and financial presentations for leadership and Board review. Attend Board and Finance committee meetings.
- Track grant expenditures, restricted funds, payroll allocations, and financial reporting requirements.
- Support payroll processing through Altres and maintain accurate payroll allocations.
- Assist with financial planning, internal controls, and year-end reporting.

Sales & Business Operations

- Coordinate sales of kalo, poi, produce, and merchandise, including customer orders, payments, and fulfillment.
- Manage merchandise ordering, inventory tracking, and restocking.
- Maintain accurate sales records and reconcile transactions across QuickBooks Online and various point-of-sale (POS) systems including Shopify.
- Provide responsive customer service, including order inquiries, invoicing, payment processing, and resolving concerns.
- Coordinate with farm and program staff to ensure accurate product availability, pricing, and timely order fulfillment.



HO'OKUA'ĀINA

- Support sales activities at events and community gatherings as needed.
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Systems & Administration

- Maintain and improve financial spreadsheets, accounting systems, POS platforms, and order-tracking processes.
- Prepare financial analyses and reports to support organizational decision-making.
- Communicate regularly with leadership, the CPA, and staff regarding financial and operational matters.
- Perform other related duties as assigned.

Minimum Qualifications

- At least two years of professional accounting or bookkeeping experience required.
- Advanced proficiency in Microsoft Excel and Google Sheets required, including formulas, pivot tables, budgeting, and financial modeling.
- Strong proficiency in QuickBooks Online required.
- Demonstrated experience developing budgets, financial forecasts, and financial statements.
- Experience with POS systems, sales tracking, inventory management, and customer service.
- Strong understanding of accounting principles, financial reporting, and reconciliations.
- Nonprofit accounting and grant management experience strongly preferred.
- Bachelor's degree in Accounting, Finance, or related field preferred; equivalent experience considered.
- Excellent organizational, analytical, communication, and problem-solving skills.
- High level of accuracy, integrity, confidentiality, and ability to work independently.

Work Schedule

This is a part-time position of up to 30 hours per week with a flexible hybrid schedule combining remote work and in-person responsibilities at Ho'okua'aina in Maunawili, Kailua. Scheduling will be coordinated with executive leadership based on organizational needs.

About Ho'okua'aina

Ho'okua'aina is a Native Hawaiian-led nonprofit organization dedicated to cultivating a culture of individual well-being and community waiwai (abundance) through aloha 'aina. Through agriculture, education, mentoring, and community engagement, we cultivate meaningful connections between people, 'aina, and community.