

YWCA of Hawai'i Island

Job Title: Finance Assistant II

Employment Type: Part-Time

FLSA Status: Non-exempt

Department: Administration

Reports To: Accounting Manager

Job Summary

The Finance Assistant II is responsible and will assist with various activities in the Finance Department, including reconciling cash and non-cash receipts, assisting with accounts receivable, accounts payable, audit prep and in the monthly cycle in a membership organization by performing the following duties.

Essential Duties

- Upholds and furthers the mission of the YWCA of Hawaii Island, which is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.
- Assist with accounts payable
 - Check and enter invoices, disburse checks
 - Reconcile vendor statements
 - Balance A/P subsidiary ledger
- Accounts Receivable:
 - Maintain, monitor, and reconcile all YWCA receivables
 - Review preschool receivable for accuracy and aging
 - Post grants receivable for all Federal, State and County government contracts.
 - Post private foundation grants
- Assist in Monthly Accounting Cycle
 - Monthly closing
 - Reconcile General Ledger accounts
 - Prepare all monthly and quarterly Reports to funders-submit for Review
 - Save reports to proper folders on drive
 - Review AR/ AP aging/ ledger
- Financial Reports: for Executive Team, Finance Committee, Board of Directors and Program Directors.
 - Produce monthly financials and distribute to program directors monthly prior to finance committee meeting.
 - Prepare statement of activities, statement of position, cash flow and custom reports
- OTHER FUNCTIONS:
 - Assists with maintaining office cleanliness
 - Performs other related duties as assigned by Accounting Manager.
 - Attend trainings and meetings as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

This position requires an Associate's degree (or other 2-year degree) and 2 years of previous experience. A Bachelor's degree is preferred.

Behavioral Characteristics

- Initiative -- Job requires a willingness to take on responsibilities and challenges.
- Cooperation -- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Concern for Others -- Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Self Control -- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Stress Tolerance -- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Adaptability/Flexibility -- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Dependability -- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Attention to Detail -- Job requires being careful about detail and thorough in completing work tasks.
- Integrity -- Job requires being honest and ethical.
- Coordination -- Adjusting actions in relation to others' actions.
- Time Management -- Managing one's own time and the time of others.

Language Skills

- Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension -- The ability to read and understand information and ideas presented in writing.
- Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.
- Written Expression -- The ability to communicate information and ideas in writing so others will understand.
- Reading Comprehension -- Understanding written sentences and paragraphs in work related documents.
- Active Listening -- Giving full attention to what other people are saying, taking time to understand

the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- Speaking -- Talking to others to convey information effectively.
- Communicating with Supervisors, Peers, or Subordinates -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Reasoning Ability

- Problem Sensitivity -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning -- The ability to apply general rules to specific problems to produce answers that make sense.
- Getting Information -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Processing Information -- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Mathematical Skills

- Intermediate skills -- Ability to calculate discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

Computer Skills

- Accounting or bookkeeping software
- Spreadsheet software
- Word processing software

Certification and Licensing

- Must possess a current Hawaii Driver's License.
- Must have use of a dependable automobile.
- Must carry current automobile insurance with the following minimum coverage, \$100,000, \$300,000, \$30,000.
- Must have a clean driving abstract.
- Must have a clean criminal background/record check.

- Must pass a pre-employment drug screen.
- Must have a COVID-19 vaccination.
- Must be friendly, flexible, and enjoy working with people and able to communicate effectively with a diverse population.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform 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:

- regularly required to sit; use hands to finger, handle or feel.
- frequently required to reach with hands and arms.
- occasionally exposed to stand; walk; talk or hear.

The employee must:

- occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include:

- close vision; distance vision; color vision; peripheral vision; depth perception; ability to adjust focus.

Work Environment

The noise level in the work environment is moderate noise.