



ALU LIKE, Inc.

JOB VACANCY ANNOUNCEMENT 10-009 (INTERNAL/EXTERNAL)

POSITION TITLE: SPECIALIST V (Financial Accountant)
REPORTS TO: CONTROLLER
DEPARTMENT/PROGRAM: FISCAL & COMPLIANCE

Job Summary.

Primarily works to ensure general ledger accounts and financial statements are current and accurate, and in accordance with generally accepted accounting principles. Also plays a significant role in grants management. Provides support for other Fiscal Office Specialists.

Duties and Responsibilities.

55% OF DUTIES:

1. Analyzes and ensures financial transaction accuracy and compliance with company policies and procedures and generally accepted accounting principles (GAAP).
2. Records month-end and year-end closing entries.
3. Reviews preliminary monthly agency wide Balance Sheet and Statement of Revenue and Expenses, and performs needed research and adjustments.
4. Prepares general excise tax payments and returns.
5. Assists in preparing schedules for the annual indirect cost proposal (ICP) agreement.
6. Provides monthly analysis of administrative offices budget variance and ICP credit status.
7. Prepares and coordinates audit schedules, and assist auditors with requests for and during the required OMB Circular A-133 audit.
8. Reviews internal controls, and policies and procedures, and recommends improvement toward efficiency and effectiveness.
9. Reconciles bank accounts, assets, liabilities and other general ledger accounts, and recommends actions and adjustments.
10. Develops and prepares various financial information and reports for decision making and other meaningful purposes to the Board, CEO, Departments, Fiscal Office and required external entities.
11. Works with Specialist II to ensure revenues and miscellaneous cash receipts are recorded in accordance with GAAP and company policies and procedures.
12. Works with the Personnel Office to reconcile and address employee benefits.

35% OF DUTIES:

13. Addresses and settles financial and grant related issues with departments on a regular and as needed basis to include line item budgets, adjustments, and all financial issues of concluded grants on MIP using closing checklist, to include payables, receivables, transfers, reimbursements, zero ending balance.
14. Prepares and submits interim and final financial reports as required by granting agencies.
15. Monitors and ensures receipt of advances and reimbursements grants that do not participate with the electronic federal payment management systems.
16. Reconciles federal department payment management systems (4 each) with MIP grant balances.
17. Maintains master grant schedule of financial report due dates, and complete items accordingly.
18. Maintains grant multi-section folder for hard copy of records including original grant application and award, award summary, transmitted reports, revisions, budgets, communications and necessary support documents.
19. Produces and distributes standard electronic monthly internal financial statements and detailed general ledgers to department directors.
20. Updates and maintains source and location codes on MIP and master code worksheet based on award summary. Maintains list of MIP codes and descriptions for all users to access. MIP codes include source, location, department, program and general ledger.

POSITION TITLE: SPECIALIST V (Financial Accountant)

Duties and Responsibilities. (Continued)

10% OF DUTIES:

21. Serves as the primary back up for Fiscal Office Specialist positions to include Specialist VI on payroll and related entries, and electronic systems draw down related to payroll and other disbursements, as well as the systems' ID's and passwords, and general management of grants. In addition, provides supports as needed for Specialist II and Specialist III.
 22. Special projects, initiatives and other related responsibilities and assignments.
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Interaction.

Works closely with Fiscal Office staff and supervision to ensure the efficient, effective and accurate processing of transactions, distribution of reports and basis for decisions. Works closely with department fiscal liaisons and directors to identify and resolve grant related issues. Works also on new areas and initiatives in a dynamic environment.

Required Job Requirements.

Education and Experience

1. Master's Degree in Accounting or Business, **and**
2. One (1) year of accounting or business office experience regularly using computer technology directly related to the level of the above duties and responsibilities.

Substitutions

1. Bachelor's Degree in Accounting or Business, **and**
2. Three (3) years of accounting or business office experience regularly using computer technology, when such experience provides the functioning level described above.
3. Associate's Degree in Accounting or Business, **and**
4. Five (5) years of accounting or business office experience regularly using computer technology, when such experience provides the functioning level described above.
5. High School Degree or equivalent **and**
6. Seven (7) years of accounting or business office experience regularly using computer technology, when such experience provides the functioning level described above.

Skills, Knowledge, and Abilities

1. Proficient with automated accounting systems.
 2. Proficient in spreadsheet, word-processing and email applications.
 3. Possess good organizational skills and able to maintain accurate records.
 4. Possess good written and oral communication skills.
 5. Able to comprehend and follow complex instructions and guidelines.
 6. Proficient in using the computer keyboard, 10-key by touch and other standard office equipment.
 7. Able to work independently and handle multiple tasks concurrently, and work well as a contributing team member.
 8. Able to analyze and resolve accounting, compliance and financial reporting matters.
 9. Able to understand and help develop new and revised accounting systems and procedures.
 10. Able to effectively and efficiently function in a dynamic environment.
 11. Able to set, be given and manage priorities on tasks and projects.
 12. Able to help develop, coordinate and provide group and individual training on fiscal concepts of grants and systems.
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Working Environment.

Sedentary in nature. Ability to work on multiple tasks with multiple priorities in a collective manner. Light physical labor may be involved; lifting, carrying, pushing, and pulling up to 20 pounds on an infrequent basis. Ability to work under pressure.

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Desired Job Qualifications.

1. Familiarity with nonprofit organizations and grant/contract accounting.
 2. Familiarity with Sage MIP accounting software.
 3. Able to comprehend laws, rules, regulations and requirements applicable to federal, state and private funding agencies.
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SALARY: Salary level 12. Regular full-time position.

WORKPLACE: ALU LIKE, Inc.
Fiscal & Compliance
458 Keawe St
Honolulu, HI 96813

TO APPLY: Qualified applicants must send/fax/email resume and a cover letter to:
ALU LIKE, Inc.
Attn: Personnel Office
458 Keawe St
Honolulu, HI 96813
Fax: (808) 524-3670
Email: personnel@alulike.org

SUBMISSION DEADLINE: Open until filled