



ALU LIKE, Inc.

JOB VACANCY ANNOUNCEMENT 11-015 (INTERNAL/EXTERNAL)

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV (Fiscal Data Assistant)

REPORTS TO: DIRECTOR

DEPARTMENT/PROGRAM: HO'ALA HOU

Job Summary.

The responsibilities of Administrative Assistants IV is general clerical duties, of which 50%+ are fiscal &/or MIS related, at the level of a Department or Administrative Services Unit. The Admin. Assistant IV prepares, modifies, and monitors program/projects' budgets and maintains the fiscal, reporting and participant data for Ho'ala Hou files.

Duties and Responsibilities.

FISCAL ASSISTANT (80%):

1. Prepares, modifies and monitors budgets of the department and projects.
2. Conducts reviews of fiscal reports and requests submitted by contractor; ensures arithmetic accuracy, and compliance with contract provisions and fiscal regulations.
3. Collaborates with director and staff, conducts reviews of program expenditures and projections for the program and projects; recommends reallocation priorities, and provides projections of carryover and no-cost extension funds.
4. Compiles data from multiple project proposals for program reports, summaries, and the annual grant proposal.
5. Generates purchase orders; assembling payment packages; maintaining purchase order log, and reconciling with financial status report; and researches discrepancies.
6. Maintains inventory of equipment according to internal and funding agency requirements.
7. Serves as liaison contact with the ALU LIKE, Inc. Fiscal Office.

DATA ASSISTANT (20%):

1. Collaborates with staff, establishes, organizes, and maintains Ho'ala Hou projects' data files, including compiling and refinement, and creating respective forms.
 2. Performs daily program data entry with accuracy, edits data, and performs daily backup of computer data files.
 3. Summarizes and prepares data reports with tables, charts, and graphs.
 4. Monitors, logs and maintains records (record-keeping) essential to documenting projects' performance.
 5. Performs general and major office tasks, including mail, messages, copying, preparing documents for distribution, travel arrangements, ordering office supplies, and typing.
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Interaction.

The Admin. Assistant IV has daily and extensive contacts with internal and external individuals, groups, and/or organizations.

Required Job Requirements.

Education and Experience

1. Associate Degree in Office Administration, Technology or other closely related field, **and**
2. Three (3) years of progressively responsible administrative office experience of which two (2) years must have included fiscal responsibilities.

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV (Fiscal Data Assistant)

Required Job Requirements. (Continued)

Education and Experience Substitution

1. High School diploma or equivalent **and**
2. Five (5) years of progressively responsible administrative office experience of which three (3) years must have included fiscal responsibilities, when such experience provides the functioning level described above.
3. Relevant education above an AA Degree may substitute for experience on a year for year basis.

Skills, Knowledge, & Abilities

1. Ability to work with minimal levels of supervision.
2. Ability to handle multiple tasks concurrently.
3. Ability to listen, analyze problems, develop effective solutions, and solve problems.
4. Ability to operate standard office machines and to type 50 wpm.
5. Ability to use a personal computer using **ACCESS, EXCEL, WORD**, programs, **with a high level of proficiency in ACCESS, and Excel arithmetic formulas, and computer data.**
6. Good oral and written communication skills.
7. Ability to produce accurate work.
8. Ability to work effectively with people of diverse backgrounds.
9. Ability to travel to Neighbor Island and O`ahu program/project sites.

Other Requirements

Documented valid up-to-date Hawai'i driver's license, current no-fault insurance, and clean driving abstract and daily access to an automobile.

Working Environment.

1. Mostly sedentary tasks with occasional walking, standing, and bending in performance of job duties and responsibilities.
 2. Light physical work with occasional lifting, pushing or pulling up to twenty (20) pounds.
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Desired Requirements.

1. Previous experience in state or federally-funded programs.
 2. Familiar with proper usage of the Hawaiian language and diacritical markings.
 3. Knowledge, understanding, and experience with Hawaiian culture and values.
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SALARY: Salary level 8. Regular full-time position.

WORKPLACE: ALU LIKE, Inc.
Ho`ala Hou
458 Keawe St
Honolulu, HI 96813

TO APPLY: For consideration, qualified applicants must mail, fax, email cover letter and resume 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