



HAWAI'I HEALTH & HARM REDUCTION CENTER

The New Chapter for Life Foundation and The CHOW Project

OPEN POSITION: **Staff Accountant**
Hawai'i Health & Harm Reduction Center

ABOUT US

Hawai'i Health & Harm Reduction Center (HHRC) provides harm reduction-focused services to marginalized populations in Hawai'i, including people living with and/or affected by HIV, hepatitis, substance use, homelessness, and the transgender, LGBTQ, and the Native Hawaiian communities. HHRC bridges gaps and helps individuals access essential resources such as housing, health care, entitlements, and treatment. We foster health, wellness, and systemic change in Hawai'i and the Pacific through outreach, care services, advocacy, training, prevention, education, and capacity building.

SUMMARY OF POSITION

The Staff Accountant is responsible for supporting the day-to-day operation of the accounting system of the organization in coordination with the accounting team and Finance Manager.

This is a permanent, full-time, exempt, salaried position with HHRC located in Honolulu, Hawai'i. Expected hours of work are generally between 8:00am and 4:30pm, Monday through Friday, with the occasional schedule change to accommodate events and conferences. Salary is commensurate with experience.

REPORTING RELATIONSHIP:

Reports to: Finance Manager
Supervises: N/A

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Receive, process, and deposit all accounts receivables.
- Review, process, and pay incoming invoices and monthly obligations.
- Monitor expenses for proper classification while ensuring appropriate documentation and allocation.
- Perform monthly reconciliations for all bank, investment, and credit accounts.
- Prepare and post monthly payroll, benefits, prepaid, and internal allocations to the general ledger.
- Post to and balance general and subsidiary ledgers.
- Assist with management of employee benefits, including health insurance and retirement.

- Assist with annual financial audit and programmatic audits.
- Prepare 1099 and other tax related forms.
- Ensure compliance with GAAP.
- Ensure compliance with all agency policies and procedures.
- Ensure compliance with HIPAA requirements, cultural competencies and rights to person served, and CARF Standards.
- Perform other duties as needed and assigned. Duties are subject to change.

GENERAL RESPONSIBILITIES:

- Contribute to a safe, creative, enthusiastic, and cooperative working environment for all.
- Work as a team with other staff and support team members.
- Maintain appropriate professional and ethical standards while serving as a representative of HHHRC.
- Observe and comply with all rules and regulations – such as HHHRC Code of Conduct, Drug-Free Workplace, Confidentiality – and other administrative policies of HHHRC.
- Abide by all policies and procedures of the HHHRC Health & Safety Program and the Quality Management Program.
- Comply with HHHRC confidentiality policy, HIPAA requirements, cultural competencies, and rights to persons served, as well as CARF standards.
- Demonstrate steadfast understanding of, and commitment to, the Mission, Vision, and Values of HHHRC.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Indoors, air-conditioned office area.
- Long hours sitting using office equipment and computers, which can cause muscle strain.
- Regular use of computer keyboards, telephone, and operating office equipment.
- Essential physical activities: standing, sitting, walking, finger dexterity, seeing, hearing, speaking, and frequent gripping of and object.
- Occasional physical activities: stooping, bending, squatting, twisting body, and lifting of supplies and equipment (up to 25 pounds).

REQUIRED QUALIFICATIONS:

Knowledge/Skills/Abilities:

- Strong understanding of fiscal matters relating to non-profit bookkeeping and record keeping.
- Excellent organizational and record keeping skills, detailed oriented with a high degree of flexibility.
- Ability to work productively as part of a team as well as motivated to work independently to complete tasks.
- Strong verbal, written, and interpersonal communication skills.
- Experience with Microsoft Office Suite; proficiency in Excel.
- Willingness and ability to juggle multiple priorities.
- Capability to work well and thrive professionally in an atmosphere of significant diversity, working with marginalized populations.

Education/Experience:

- Bachelor's degree in Accounting or Finance/Business, or related work experience.
- QuickBooks experience.

REQUIRED WORK CARDS/CERTIFICATIONS:

- COVID-19 Vaccination Card
- TB Clearance
- Hep B Clearance and/or Vaccination
- Must pass Center for Medicare/Medicaid Services eligibility screening.

HOW TO APPLY

Please carefully read and fully comply with the following. Applicants should send a resume, a letter explaining their interest in and qualifications for this position, an application (found on hhrc.org/employment), and the names and contact information for three relevant references. Applications may be submitted via postal mail, fax or email attachment as follows:

Hawai'i Health & Harm Reduction Center
677 Ala Moana Blvd., Suite 226
Honolulu, Hawaii 96813
Telephone: (808) 521-2437
Fax: (808) 521-1279
Email: employment@hhrc.org

Hawai'i Health & Harm Reduction Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.