

HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

POSITION TITLE : ACCOUNTING SPECIALIST
PROGRAM : CSBG
GRADE : 8
FLSA STATUS : Non-exempt
REPORT TO : Senior Accountant
SUPERVISES : None

INTRODUCTION

The Accounting Specialist maintains the general books of accounts, collects and assembles fiscal data from different sources and prepares financial reports and statements.

ESSENTIAL POSITION RESPONSIBILITIES includes the following. Other duties may be assigned:

1. Records all transactions, post debits and credits.
2. Prepares reports and summaries for supervisors and managers.
3. Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to the bank.
4. Prepares invoices, and keep track of overdue accounts.
5. Posts transactions in system and update the files when needed such as details of transactions, total accounts, and compute interest charges.
6. Monitor accounts to ensure that payments are up to date.
7. Totals, balances, and reconciles billing vouchers; ensure the completeness and accuracy of data on accounts.
8. Codes documents according to grant/HCAP procedures.
9. Review computer printouts against manually maintained journals and make necessary corrections.
10. Reviews invoices and statements to ensure that all the information appearing on them is accurate and complete, and reconciles computer reports with operating reports.

- 11. Verifies records of transactions posted by other workers by checking figures, postings, and documents to ensure that they are correct, mathematically accurate, and properly coded. Corrects or notes errors for accountants or other workers to adjust.

- 12. Prepares necessary worksheets monthly for the analysis and reconciliation of balance sheet account balances.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Associated Degree in Accounting

EXPERIENCE

Three years of full charge bookkeeping experience.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of the principles and practices of bookkeeping/accounting.
- Excellent math skills.
- Knowledge of office practices and procedures.
- Ability to type.
- Calculator by touch.
- Ability to operate a personal computer.

DESIRED SKILLS, KNOWLEDGE & ABILITIES

- Ability to communicate and work effectively with people of diverse social, economic and racial backgrounds.
- Ability to write clear and concise reports, letters, memos, etc.
- Ability to analyze problems and events and develop effective solutions.

PHYSICAL DEMANDS/WORKING CONDITIONS

	Never/ Rarely	At Times	Often/ Constant
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Work Locations : in doors			X
Work Locations : outdoors	X		
Work Locations : sitting			X
Walking/standing			X
Bending/crouching/reaching, etc			X
Lifting/carrying - light (up to 10 lbs)			X
- medium (11 to 20 lbs)		X	
- heavy (over 20 lbs)	X		
Contact with hazardous materials	X		
Dust, smoke, odors, noise, etc	X		
Travel - inter-island	X		
Travel - long distance (mainland, international)	X		
Use standard office equipment (including PC keyboard)			X

Grade 8
Revised 11-06

Approved: _____