



Job Title: Bookkeeper/Accounting Clerk
Reports to: Financial Controller
Education: Associate or bachelor's degree in accounting preferred, but may be substituted for 2+ years of hands-on experience in the field of accounting
Experience: Entry-Level Employee
Salary: \$20/hr. - \$25/hr.
Position: Non-Exempt, full time
Schedule: Full-time
Location: State of Hawaii, hybrid with in-office in Oahu (Dole Cannery)

About HomeAid Hawaii:

We are a nonprofit developer focused exclusively on building housing solutions for homeless and at-risk populations. Our value engineering through deeply discounted supplies, materials, and pro bono labor makes us a leader in paving the path for Kauhale and alternative housing developments. Our mission is to help people experiencing homelessness, or who are at risk, build new lives through construction, community engagement, and education.

Our vision is that every resident has a safe and dignified home to grow and thrive in Hawaii.

Job Description:

The Bookkeeper/Accounting Clerk will assist with accounting and billing, specializing in Accounts Payable and Receivables. The preferred candidate is meticulous, well-organized, and adept at task completion.

Duties & Responsibilities:

Accounts Payable

- Ensure that all authorized Accounts Payable entries, including their scanned backup documentation, are accurately and promptly entered into the accounting system.
- Ensure all approved expenses are paid on time through ACH (Automated Clearing House) payments or by issuing checks.
- Update staff and vendors regarding payment information to ensure everyone knows payment statuses.
- Reconciles credit card payments in the accounting system, ensuring they are accurately and promptly entered.
- Processes payroll, including benefits.

Accounts Receivable

- Create and send invoices, manage Accounts Receivable records.
- Enter all income types (e.g., receivables, check payments, donations, in-kind support) accurately and promptly into the accounting system, along with scanned backup documentation.
- Enter donor information into the organization's Customer Relationship Management (CRM) system.
- Issue donation thank-you letters for all received donations.

Recordkeeping:

- Keep track of depreciation, prepayments, and property documentation.
- Track and provide updates on 1099 contractors and create 1099 documents.
- Coordinate processing G37 tax exemption forms and tracking tax exemption cost savings.
- Records and allocates payroll by funding source and project site.



- Handles accounting adjustments at month-end and year-end.

Internal Controls and Procedures

- Follow HAH standard procedures for internal control policies, including budget administration, cash management, and accounting practices.
- Provide recommendations and develop updated standard operating procedures to enhance efficiency and accuracy as necessary.

Other

- Gathers essential documents for tax filing and audits.
- Other duties, as assigned.

Job Qualifications:

- An associate's or bachelor's degree in accounting is preferred, but 2+ years of hands-on experience in accounting may be substituted.
- Nonprofit accounting experience or experience with a housing developer is highly preferred.
- Familiarity with GAAP accounting principles.
- Strong organizational skills: self-starting, multi-tasking, and adaptable.
- Efficiently prioritize multiple deadlines.
- Adapt to process modifications.
- Passionate about affordable housing development, dedicated to creating housing solutions for individuals and families experiencing housing instability.
- Skilled in using QuickBooks, Sage Intact, Bill.com, and Microsoft tools.
- Data entry skills, Salesforce, Smartsheet knowledge.
- Valid Driver's License and Auto Insurance required.
- Background check is mandatory.

Physical Requirement:

- Ability to sit at a desk and use a computer for extended periods of time.
- Occasional standing, walking, bending, reaching, and lifting of light office items up to 25 lbs.
- Ability to operate general office equipment such as computer, printer, photocopier, scanner, phone system, postage meter, etc.
- Hand-eye coordination and manual dexterity to use office equipment and handle paperwork.
- Visual acuity to read printed and electronic documents and computer screens.
- Ability to communicate verbally and in writing.
- Hearing and speaking abilities for in-person, phone, and video conversations.

Benefits:

- Company offers Medical, Dental, and Vision for employees with discounted group plans for family.
- Thirteen (13) annual holidays with pay.
- Employees receive sixteen (16) paid days off per twelve (12) months after a 90-day probation period.



- 401(k) Retirement Plan with discretionary employer match.
- Flex spending account.
- Paid training courses related to industry skill-building.
- Onsite parking is provided.
- Flexible work schedule with a hybrid work schedule.