



Job Title: AR Accountant
Reports to: Accounting Manager
Education: Associate or bachelor's degree in accounting preferred, but may be substituted for 3+ years of hands-on experience in the field of accounting
Experience: Mid-Level Employee
Salary: \$57,000 to \$60,000
Position: Non-Exempt, full time
Schedule: Full-time
Location: State of Hawaii, hybrid with in-office in Oahu (Dole Cannery)

About HomeAid Hawaii:

HomeAid Hawaii is a growing nonprofit developer and operator dedicated exclusively to building housing solutions for individuals experiencing homelessness and housing instability. Through value engineering, deeply discounted supplies, pro bono labor, and strategic partnerships, we develop deeply affordable housing solutions for the lowest AMI levels.

Currently, we serve as the lead developer for the State of Hawaii's Kauhale Initiative and Maui Wildfire Housing response. Our development approach balances construction with community relations through outreach and engagement, while our operations integrate traditional property management that is balanced with health and human services.

Our **mission** is to help individuals experiencing or at risk of homelessness 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.

As we approach our 10th anniversary as the 19th local affiliate of HomeAid America, we continue to operate with a start-up mindset, embracing collaboration, innovation, and rapid growth.

Job Description:

The Accountant is responsible for a broad range of financial functions, encompassing both operational accounting and specialized project funding. This role requires managing multiple facets of financial transactions while ensuring compliance, accuracy, and timely reporting for our nonprofit development operations.

Duties & Responsibilities:

Accounts Payable:

- Process vendor invoices and manage outgoing payments.
- Verify and reconcile invoices, maintain vendor records, and resolve discrepancies.
- Ensure compliance with company policies and accounting standards.
- 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. Maintain tracking of staff allocations across multiple funding sources, including public and private contracts.

Accounts Receivable:

- Track Accounts Payable invoices to ensure impact data is managed, clear, and captured for reporting purposes.
- Manage incoming payments and maintain accurate financial records (including mail).
- Invoice clients, track outstanding balances, reconcile accounts, and follow up on overdue payments.
- Maintain positive customer relationships and resolve billing issues through effective communication.
- Enter all income types (e.g., receivables, check payments, donations, in-kind support) accurately and promptly into various accounting systems, 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.

Construction Project & Donor Accounting:

- Oversee financial operations related to construction projects and donor-funded initiatives.
- Track project expenses, manage budgets, and prepare comprehensive financial reports.
- Ensure proper allocation of funds while maintaining compliance with financial regulations, donor requirements, and project budgets.
- Collaborate closely with project managers, donors, and internal finance teams to ensure transparency and accuracy.

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.
- Experience in accounts receivable, accounts payable, construction project accounting, and donor or fund accounting.
- Nonprofit accounting experience or experience with a housing developer is highly preferred.
- Familiarity with GAAP accounting principles.
- Excellent communication skills for collaborating with customers, vendors, and internal teams.
- Solid understanding of financial principles, best practices, and compliance requirements.
- Strong organizational skills: self-starting, multi-tasking, and adaptable.
- Meticulous, well-organized, and adept at task completion.
- Strong attention to detail with proficiency in accounting software.
- 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, 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.