

**Accounting Manager**

Reports to: Chief Administrative Officer

Education: Bachelor's degree in Accounting, Finance, or related field required; preferably CPA

Experience: Senior to Manager Level Employee

Salary: \$80,000 - \$90,000

Position: Exempt, full time

Schedule: Full time, occasional evening & weekends may be required

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 and 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:

As the Accounting Manager, you'll be in charge of overseeing all accounting and billing tasks. Your role is key in safeguarding the organization's financial well-being, assets, and funds, while also keeping detailed financial and project records to support the organization's strategic growth.

Duties & Responsibilities:Financial Management

- Oversee and manage the daily operations of the accounting department, including billing, accounts payable/receivable, and the general ledger.
- Conduct accurate and timely end-of-month reconciliations.
- Maintain insurance amortization and coverage verification.
- Provide guidance to staff and external vendors on accounts payable/receivable procedures.

Budget and Financial Planning

- Lead the coordination of budget preparation, financial forecasts, and reporting of variances.
- Analyze the budget to actual variances, including private versus public funding sources, and provide explanations.
- Monitor and analyze accounting data and produce financial reports or statements for the management team, board of directors, and key funders.
- Liaison with an external contractor to gather needed reports per project site.
- Provide budget preparation support for grant applications and fundraising events.
- Keep track of various proposals, awards, and contracts to identify gaps and areas for future funding opportunities.
- Assist staff and external contractors in modifying project and operational plans according to request approvals, rejections, spending limits for each funding source, and project requirements.

Financial Reporting and Compliance:



- Prepare and publish timely monthly financial statements.
- Take care of keeping track of investments, reconciling accounts, managing donations (including in-kind services and material costs), and tracking endowments.
- Manage annual audit and tax preparations.
- Ensure HomeAid Hawaii completes all annual business and tax filings.
- Serve as the organization's primary contact for all grants and contract financial reporting.
- Supervise contract renewals.
- Ensure adherence to reporting regulations at local, state, federal, and contract levels.
- Manage invoice submission and reporting for contracts and grants, overseeing project management to gather required invoices and program reports based on agreements.

Internal Controls and Procedures

- Follow HAH standard protocols for internal control policies including budget management, cash handling, and accounting procedures. Provide recommendations to the Board of Directors for policy updates.
- Revise standard operating procedures for improved efficiency and accuracy, as needed.

Cash and Investment Management

- Track cash flow to meet liquidity needs.
- Manage banking relationships, cash balances, investments, and debt reporting.

Other

- Provide guidance to the management regarding immediate and future financial goals, strategies, and decisions.
- Contribute to developing and implementing organizational strategies as a vital part of the leadership team.
- Participate in ongoing improvement projects to boost the accounting department's efficiency and effectiveness.
- Participate in Board and committee meetings upon invitation.
- Attend seminars, conferences, and training and review professional publications to enhance job performance and ensure the advancement of personal and professional development.
- Other duties, as assigned.

Job Qualifications:

- Possess a bachelor's degree in accounting or finance with demonstrated experience.
- Minimum 2-year managerial role and 10-year accountant experience.
- Experience with construction project accounting is strongly preferred.
- CPA, MBA, or other advanced credentials preferred.
- Experience in preparing financial statements according to GAAP guidelines.
- Excellent organizational skills: ability to self-start, multi-task, and take direction from multiple sources.



- Ability to prioritize and project manage multiple competing priorities with many variables in a deadline-driven setting.
- Ability to adapt or modify processes in response to changing circumstances.
- Passionate about affordable housing development, dedicated to creating housing solutions for individuals and families experiencing housing instability.
- Working knowledge of QuickBooks, Sage Intact, Bill.com, MS Excel, Word, Outlook, PowerPoint, Office 365, and MS Project in a PC environment.
- Experience and ability to lead and train staff.
- 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.
- 401(k) Retirement Plan with discretionary employer match.
- Mileage Reimbursement per company and IRS guidelines for eligible mileage.
- Flex spending account.
- Paid training courses related to industry skill-building.
- Onsite parking is provided.
- Flexible work schedule with a hybrid work schedule.