



Hawaii Foodbank Job Description

Job Title: Accounting Assistant Department: Finance

Reports to: Controller

FLSA Status: Non-Exempt

Last Review Date: June 2024 Approved

By: Vice President/CFO

POSITION SUMMARY

The Accounting Assistant is responsible assisting the team with various accounting transactional tasks. This individual must be detail-oriented and possess proven people and communication skills. This position is responsible for providing accounting support to ensure efficient and accurate accounting operations of the Hawaii Foodbank.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for daily mail receipt and distribution to staff.
- Responsible for daily cash receipt deposit preparation and document scanning.
- Performs general office duties, including memos, correspondence, reports, and other documents, copies, and answering phones.
- Responsible for accounts payable input into Net Suite.
- Responsible for monthly petty cash reconciliation.
- Responsible for monthly TANF program billings.
- Responsible for annual 1099 filings.
- Provide support on any other duties as assigned.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions. Working evenings, holidays, special events and project work and weekend hours as needed.

EDUCATION and/or EXPERIENCE:

Two-year degree from college or technical school, preferably majoring in accounting or business; or two to five years related experience and/or training; or equivalent combination of education experience.



MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, percentages. Ability to apply all concepts of bookkeeping and all generally accepted accounting procedures.

EQUIPMENT AND SOFTWARE USED:

- Ability to use a computer equipment, calculator, copier, and phone to execute tasks.
- Use of Microsoft Office programs, especially Excel.
- NetSuite accounting software is desirable.

ADDITIONAL INFORMATION

Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. The Finance Department cross-trains the staff in the department, so the Accounting Assistant will be trained in other procedures, even if they are not the primary responsibility of the position.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

I have read and understand the essential duties, responsibilities and qualifications for this job and am able and willing to perform them accordingly.

Signature

Date

Print Name