



Junior Accountant

About the Company:

The Arc in Hawaii is a non-profit organization with 70 years of history in Hawaii. We provide both residential and day services for adults with intellectual and developmental disabilities (IDD). Our mission is to support the inclusion and participation of individuals with IDD in their respective communities throughout their lifetime.

Role:

We are seeking a dedicated and detail-oriented Junior Accountant to be responsible for a variety of financial tasks crucial to the success of our business. The Junior Accountant will report to the CFO and assist with ensuring effective and efficient operations in accordance with U.S. generally accepted accounting principles (GAAP) and cost reimbursement principles while upholding the goals and objectives of our organization. The Junior Accountant may also assist with compliance matters for Federal, State, and City and County of Honolulu contracts as needed.

Job Type: Full-time or Part-time, non-exempt

Work Schedule: Monday to Friday

Pay: \$23.00 per hour

Responsibilities:

- Ensures accuracy of accounting data recorded in Sage Intacct accounting software.
- Prepares journal entries for cash receipts and does various allocations of government funding. Posts monthly and annual journal entries.
- Reconciles general ledger accounts, resolves discrepancies, and maintains subsidiary schedules as needed.
- Assists with preparation of monthly financial statements, related reports, and agency/government funding budgets.
- Processes monthly government claims, maintains subsidiary schedules, reconciles general ledger, and oversees collection of delinquent receivables.
- Prepares and maintains various documents, including work papers for annual audits.
- Prepares accurate billings to government agencies, tenants, and other sources of funding.
- Reviews monthly credit card postings in Sage Intacct and in Ramp for accuracy.
- Performs other work-related duties as assigned.

Requirements:

- Minimum 2 years of experience in the field of accounting
- Smartphone
- Ability to work in a team environment



- Highly organized
- Ability to multitask, prioritize work, and meet deadlines
- Strong analytical and problem-solving skills
- Excellent communication skills (written and verbal)
- Advanced user of Excel and Microsoft Word

Work Clearances (Conditions of Employment):

- Pre-employment drug test
- Pre-employment physical assessment
- FBI fingerprinting
- Adult Protective Services (APS) and Child Abuse & Neglect (CAN) registries
- Criminal history check
- Must remain current on all work clearances
- Must complete all required training (paid)

Drug test, physical assessment, and FBI fingerprinting/APS/CAN/criminal history check are paid for by The Arc in Hawaii.

Preferred Qualifications:

- Associate degree in accounting or finance
- Non-profit accounting and government funding experience
- Experience with Sage Intacct accounting software

Benefits Offered:

- 15 paid holidays (only for Full Time)
- Generous PTO which starts accruing upon hire date (only for Full Time)
- Healthcare coverage (medical, drug, vision, dental)
- MetLife
- Life insurance (if you enroll in our healthcare coverage)
- 401(k) employer matching
- Referral program

*EOE / Drug-Free Workplace

Have questions?

If you have any questions, please contact hrdept@thearcinhawaii.org.