



Staff Accountant

We are a community health center located in majestic Waimanalo, where **our mission** is to provide the highest level of primary and preventative health care services, with special attention to the needs of Native Hawaiians and the medically underserved, and improving the health and wellness of individuals and their `ohana (family) regardless of their ability to pay. We are committed to improving the quality of life for the people of Hawaii.

Our Values

Mālama (stewardship) - We listen to people with our full attention, seeking to know them and understand their healthcare and wellness needs and aspirations for themselves, their family and the Waimānalo community. We will respond, to the best of our abilities, as caring, compassionate, engaged and professional partners in healthcare.

`Ohana (family) - We believe that wellness embraces the whole family and we welcome their participation in the healthcare of their loved ones. Our belief extends to the Waimānalo community-at-large where we build the foundation of good health and wellness for everyone, and we seek collaborative partners who share our values and vision.

Pono(rightness and balance) - We know that quality healthcare starts with people's trust in our services and the excellence of our care for them and the resources entrusted to us to meet their needs. We are committed to maintaining their trust by treating people with respect and confidentiality, and by being open about our organizational practices and results, seeking to continuously improve our work.

We are seeking a dedicated, talented and team-oriented Staff Accountant to join our `ohana (family) to support our mission and values.

SUMMARY:

The Staff Accountant is responsible for performing general journal entries, maintaining financial reports, and preparing and analyzing budgets. A strong work ethic, attention to detail, and demonstrated knowledge of technical and operational accounting and finance functions are a must.

QUALIFICATIONS

- Bachelor's degree in accounting required
- 2 - 10 years of accounting experience
- Knowledge of non-profit fund accounting and OMB Circular A-133 audits
- Experience working with FQHCs or non-profit organizations
- Experience with Abila MIP or similar non-profit fund accounting software
- Vendor and customer reconciliations experience
- Strict attention to detail, highly organized and efficient
- Strong written and verbal communication skills
- Excellent internal and external customer service skills
- Proficient in MS Office packages, including MS Word and Excel and Adobe Acrobat/Professional
- Strong ability to communicate in writing and speaking, as well as good organizational skills
- Able to work independently, think critically, analyze complex data while maintaining a positive attitude with the finance team and organization
- ❖ Strives to develop partnerships, teamwork and good working relationships

CERTIFICATES, LICENSES, REGISTRATIONS

- ❖ Two-Step Tuberculosis clearance is required.
- ❖ Covid-19 vaccination is required.

BENEFITS

- ❖ Health Benefits (Medical, Dental Drug, Vision) – Employee coverage paid by WHC
- ❖ Discounted Medical and Dental services provided by WHC
- ❖ Paid Holidays – 10 Full days and 2 Half Days
- ❖ Paid Time Off (PTO)
- ❖ Paid Wellness Hours
- ❖ Wellness Bucks - \$200 annually
- ❖ Group Term Life Insurance
- ❖ Supplemental Group-term Life Insurance & AD&D Insurance
- ❖ Employee Retirement Savings Plan 403(b) – Employer match 50% of employee contribution up to a maximum of 3% of employee wages
- ❖ Flexible Spending Program
- ❖ Employee Assistance Program (EAP)
- ❖ Longevity Benefit – After 10 or more years of service
- ❖ Tuition Assistance Program
- ❖ Free Parking
- ❖ and more....