



## Accounting Clerk

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 Accounting Clerk to join our `ohana (family) to support our mission and values.**

**We offer competitive wages, excellent benefits and a great working environment.**

### **SUMMARY**

Under direct supervision, and as part of the accounting team, performs accounting clerk functions to ensure updating and organizing all contractual agreements for the organization in NāPalina, assist in scanning, filing, organizing accounting records, recording of cash receipts, processing of payroll and completion of required reports / audits. As assigned by Controller, rotates functions with other staff accountants. Rotation of functions provides checks and balances as required under GAAP and includes processing work and review of other staff accountants work. Minimizes risk to the organization by ensuring transactions are authorized, appropriate and bank balances are maintained. Obtains and processes financial data.

### **QUALIFICATIONS**

- High School Diploma required. Associates degree or equivalent from a two-year college or technical school preferred.
- Two-Step Tuberculosis clearance is required.
- Proof of COVID-19 vaccination required.
- 2 years accounting experience
- Proficient in MS Office packages, including MS Word and Excel and Adobe Acrobat/Professional
- Experience with Abila MIP or similar non-profit fund accounting software desired
- Experience with other software modules such as accounts receivables, purchase orders,

orders, payroll and/or encumbrances desired

- Strict attention to detail, highly organized and efficient
- Strong written and verbal communication skills
- Excellent internal and external customer service skills
- Strong ability to communicate in writing and speaking, as well as good organizational skills
- Ability to interact and communicate effectively, respectfully and sensitively to patients, team members, WHC staff members.

## **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 5 or more years of service
- Tuition Assistance Program
- Free Parking
- and more.....