



Accounting Clerk

Mission

Waimānalo Health Center is rooted in Native Hawaiian values and devoted to improving the health and wellness of all people, regardless of ability to pay, by providing comprehensive primary and preventive health care services of the highest quality.

Vision

Waimānalo Health Center is dedicated to the continuous advancement in quality healthcare while assuring universal access for all. We believe that our values of Aloha, Mālama I Ka Pono, Mālama I Ka 'Ohana, and Mālama I Ka 'Āina, enable our patient-centered healthcare home services to deeply focus on the shared role of healing oneself, 'ohana, community, and 'āina over generations.

Core Values and Guiding Principles

Our values at Waimānalo Health Center promote Hawaiian-centered diversity, equity, and inclusion by welcoming all members of the Ko'olaupoko community to access our holistic services ranging from traditional Hawaiian healing practices to Western medicine.

Aloha: We listen to people with our full attention, seeking to know them and understand their health care and wellness needs and aspirations for themselves, their family and community. We will respond, to the best of our abilities, as caring, compassionate, engaged, and professional partners in healthcare.

Mālama I Ka Pono: 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.

Mālama I Ka 'Ohana: We believe that wellness embraces the whole family, and we welcome their participation in the healthcare of their loved ones. Our belief extends from the Ahupua'a of Waimānalo throughout Ko'olaupoko where we build the foundation for good health and wellness for everyone, and we seek collaborative partners who share our values and vision.

Mālama I Ka 'Āina: We understand the importance of one's sense of place and the holistic nature of health and wellbeing. Through integrative services we support the balance of body, mind, and spirit, while respecting one's cultural connectedness to the 'āina of Hawai'i. Ka Maui O Ka 'Āina A He Maui Kānaka: The Life of the Land is the Life of the People.

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 of the Controller, and as part of the accounting team, performs accounting clerk functions to ensure updating and organizing all contractual agreements for the organization in Na'Palina, assist in scanning, filing, organizing accounting records, recording of cash receipts, processing of payroll, processing of invoices 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 accountant's work. Minimizes risk to the organization by ensuring transactions are authorized, appropriate and bank balances are maintained.

QUALIFICATIONS

- High School Diploma required. Associates degree or equivalent from a two-year college or technical school preferred.
- 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, 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

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 – Up to \$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)
- Pre-tax Commute Plan
- Longevity Benefit – After 10 or more years of service
- Tuition Assistance Program
- Free Parking
- and more.....

CERTIFICATES, LICENSES, REGISTRATIONS

- Two-Step Tuberculosis clearance is required.
- Proof of full vaccination and booster against COVID-19 is required