



## Grant Accountant

### 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 individual to join our 'ohana (family) to support our mission and values.*

*Waimanalo Health Center is dedicated to offering employees an exceptional work environment and offers competitive salaries and benefits.*

### Summary

The Grant Accountant is responsible for performing the accounting and financial service functions for programs funded by grants or foundation revenue. These includes preparing financial projections and

budgets reporting, reviewing/monitoring of individual grants and transactions for compliance with private, local, state and federal fund requirements, billing and collections, journal entries, and financial grant reporting including preparation of reports for granting authorities and annual reports.

## **Benefits**

- Health Benefits (Medical, Dental Drug, Vision)
- Employee coverage paid by WHC Employee
- Retirement Savings Plan 403(b) – Employer match 50% of employee contribution up to a maximum of 3% of employee wages after six months of employment.
- Longevity Benefit After 5 or more years of service
- Flexible Spending Program
- Paid Holidays – 10 Full days and 2 Half Days
- Paid Time Off (PTO): Accrual based on working 40 hours per week
  - 1 to 3 years – Max. Accrual = 120 hours
  - 3 to 8 years – Max. Accrual = 160 hours
  - 8 + years – Max. Accrual = 200 hours
- Paid Wellness Hours (2 hours per pay period based on FTE)
- Wellness Bucks – Up to \$200 annually
- Bereavement Leave
- Makahiki – Employee Appreciation Day
- Jury Duty Pay
- Casual Dress Friday
- Tuition Assistance Program
- Discounted Medical, Dental and Vision services provided by WHC
- Employee Assistance Program (EAP)
- Group Term Life Insurance Supplemental Group Term Life Insurance & AD&D Insurance
- Lifestyle Benefits
- Free Parking

## **Qualifications**

- Bachelor's degree in accounting and/or equivalent work experience required.
- At least 2 - 10 years of accounting experience or equivalent experience managing grants. This should include processing complex financial transactions, ensuring compliance with legal or contractual requirements, recordkeeping and preparation of monthly, quarterly and/or annual reporting.
- 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
- 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

## **Certificates, Licenses, Registration**

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