Staff Accountant

POSITION DESCRIPTION

Established in 2007 as a 501(c)3 non-profit, Kupu empowers future generations to create a more sustainable, pono Hawai‘i. Kupu accomplishes this by providing hands-on service opportunities which educate and mentor young adults and emerging professionals to become stewards of our communities and environment. Kupu affirms the Hawaiian notion of “ma ka hana ka ‘ike” or “in working one learns.” This approach has led to the creation of hundreds of service-learning opportunities which assists in the development of Hawaiʻi’s emerging professionals in the green job sector while providing support to conservation and sustainability efforts across Hawai‘i and the Pacific region.

Mission
“To empower youth to serve their communities through character-building, service-learning, and environmental stewardship opportunities that encourage integrity (pono) with Ke Akua, self, and others.”

Department Goals
Kupu’s accounting and finance department supports all Kupu programs and administration through various means including, but not limited to: a) providing financial reports to program heads, executive leadership, Board of Directors and funding partners, b) planning budgets and forecasting, c) conducting strategic planning, and d) acting as the liaison with our outsourced human resources and payroll provider.

Position Overview
Type: Full-Time
Location: Honolulu, HI
Reports to: Senior Staff Accountant and Chief Financial Officer

Position Duties
Primary duties for the Staff Accountant position includes, but is not limited to, the following:

- Responsible for implementing accepted accounting principles and procedures in performing and/or assisting with accounting transactions
- Collecting and compiling vendor receipts and invoices
- Collecting and reviewing payment requests for completeness and accuracy
- Tracking donations and deposits
- Assist with reconciling credit card statements and bank statements
- Assist with various administrative tasks including preparing invoice packages, organizing files, mailing documents, and/or interfacing with staff, program team leaders/members, partners and vendors
- Assist with internal reporting as well as reporting to funding partners

*In accordance with Federal Law, Kupu is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability*
Position Requirements
Candidates must meet the requirements below in order to be considered for the position:

- Available to work full-time, 40 hours a week Monday through Friday
- Must meet criminal history background check requirements related to the position
- Accounting education from an accredited higher institution is preferred
- Proficiency in Microsoft Office, including Excel and Word
- Demonstrates excellent written and verbal communication skills
- Conducts self in a professional and ethical manner
- Demonstrates attention to detail and organizational skills
- Ability to maintain confidentiality of sensitive information
- Ability to develop and maintain positive working relationships with staff and management team
- Exhibits a willingness to learn

Preferred Qualifications
It is preferred that the applicant has the following:

- Bachelor’s degree in accounting from a four-year college or university
- Experience or interest in environmental conservation and / or youth development
- Experience in a non-profit setting

Apply: Interested applicants can apply at: https://www.hrsymphony.com/hrs/apply/1687/P7EU

Please direct any questions regarding the position to careers@kupuhawaii.org

*This description is not designed to be a complete list of all duties and responsibilities required for this job

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