



Bookkeeper

We are a community health center seeking dedicated, talented and team-oriented individuals to join our `ohana. We are dedicated to improving the quality of life for the people of Hawaii by providing easily accessible, quality primary health care services. **We offer competitive wages, excellent benefits and a great working environment.**

SUMMARY

Under direct supervision, and as part of the accounting team, performs standard level full service bookkeeping functions to ensure prompt payment of bills, invoicing for grants/contracts, recording of cash receipts, processing of payroll and completion of required reports / audits. Rotates functions with other bookkeeping/accounting staff. Minimizes risk to the organization by ensuring transactions are authorized, appropriate and bank balances are maintained. Associate's degree (A.A.) or equivalent from a two-year college or technical school. Bachelor's degree (B.A) is preferred. Three to four three years of related accounting experience in large to mid to large size firm using payroll and commercial accounting software systems. Experience with Accounts Payable and Accounts Receivable modules is required. Applicants must be proficient in Microsoft Office products specifically Excel and Word. Experience with non-profit accounting preferred. Experience with other accounting software modules such as reporting, purchase orders, grants management, payroll and/or encumbrances is desired. Knowledge of Abila (formerly Sage) MIP accounting software is a plus.

EDUCATION AND/OR EXPERIENCE

Associate's degree (A.A.) or equivalent from a two-year college or technical school. Bachelor's degree (B.A) is preferred.

Three to four years of related accounting experience in large to mid-size firm using payroll and commercial accounting systems.

Experience with Accounts Payable and Accounts Receivable modules is required.

Experience with non-profit accounting preferred.

Experience with other accounting software modules such as reporting, purchase orders, grants management, payroll and/or encumbrances is desired.

Proficient in Microsoft Office products specifically Excel and Word. Knowledge of Abila (formerly Sage) MIP accounting software is a plus.

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) 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
- 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.....

For more information please visit the website: <https://waimanalohealth.org/career-opportunities>
or contact Human Resources at (808) 954-7173