



Job Title: Bookkeeper/Administrative Coordinator

Department: Accounting and Administration

Reports To: Chief Financial Officer

Job Description: The Bookkeeper and Administrative Coordinator role assists the CFO in accomplishing the bookkeeping and accounting needs of the organization as well as supports a variety of administrative tasks needed to fulfill the organization's mission. This role includes but is not limited to tasks such as maintaining records, recording various business transactions, reconciling accounts, preparing reports, and assisting with the completion of various administrative tasks.

Primary Responsibilities and Duties:

- Process AP and AR transactions
- Data entry: debit card and petty cash card transactions
- Prepare and make bank deposits
- Generate and enter weekly credit card deposits into accounting system
- Select account reconciliations
- Assist CFO with processing of weekly payroll
- Generate select monthly reports
- Assist CFO with select monthly journal entries
- Various administrative support tasks

Expectations:

- Two years experience in bookkeeping and accounting
- Proficiency in Quickbooks online
- Demonstrate strong computer skills and proficiency in organization, time management, positive communication, and problem solving.
- Promote and maintain a vibrant and engaging work environment that is positive and safe for every team member, client and visitor.
- Use the values and principles of the organization as guidance in all problem solving and decision making.
- Genuinely demonstrate a connection to the organization's mission and the value of making things better for co-workers and the community that we serve.

Compensation and benefits:

- \$18.00 per hour
- UHA 600 Health Insurance (includes vision, dental, and drug coverage)
- Paid vacation and sick time
- Annual \$200 in-store credit at the Re-use Hawaii Redistribution center, plus a 20% employee discount on all purchases