**HOʻOKĀKOʻO CORPORATION**

**JOB DESCRIPTION**

**Position Title: Accounting & Payroll Specialist**

**Status: Full-Time, Exempt**

**Reports To: Executive Director**

**Hoʻokākoʻo Corporation**

Hoʻokākoʻo Corporation is a nonprofit 501(c)(3) charter school management organization operating and supporting public charter schools serving Pre-K through 12th grade students in Hawaii. Ho‘okāko‘o provides support in all areas of charter school management, including organizational development, human resources and collective bargaining, fundraising and development, budgeting, accounting, and payroll, enabling charter schools to operate more effectively and efficiently, and freeing school leaders and teachers to focus more on providing high-quality educational experiences for their students.

*Our mission is to empower communities to develop high quality, student-centered, and sustainable Hawaiian-focused charter schools by providing exceptional educational support services, mutual accountability, and a culture of learning.*

**Primary Purpose of Position**

# The Accounting & Payroll Specialist is under the direct supervision of the Executive Director.

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# The Accounting & Payroll Specialist assists the Fiscal Team with providing operational accounting functions for Hoʻokakoʻo and the charter schools it serves by assisting with the preparation of financial reporting, budgets, reconciliations, accounts payable and accounts receivable and other financial accounting functions accurately and timely.

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# The Accounting & Payroll Specialist assists the Human Resources Director in maintaining the daily payroll processes and related personnel tasks for the organization to include coordinating, monitoring and performing all tasks necessary to accomplish payroll administration and the disbursement of pay. The position involves gathering payroll information by making sure financial records are properly organized, completing reports and keeping up with payroll preparation, and ensuring the company remains compliant with the most current laws and regulations regarding payroll and taxes.

**Duties and Responsibilities**

Accounting (0.6 FTE)

* Provides support to the Fiscal Team.
* Processes accounts payable invoices.
* Maintains accounting files in an organized manner.
* Assist with the preparation and submission of Form 1099.
* Assist with reconcile bank, general journals and general ledger accounts and related books and accounts.
* Makes P-Card and other purchases and maintains accurate records of all purchases to reconcile with the monthly bank statement that will be audited by the Account Manager.
* Performs other duties as needed.

Payroll (0.4 FTE)

* Analyzes, prepares and inputs payroll data into payroll systems such as Altres’ HR Symphony system.
* Obtains timesheets (verified by school administration) and other pertinent employee payroll-related forms and inputs into payroll system and audit sheets.
* Performs updates to employees’ HR/Payroll information in Altres to include changes to salary, deductions, tax withholdings, personal information, etc.
* Investigates and corrects payroll errors and/or discrepancies as appropriate.
* Generates required payroll reports regarding salary, deductions, union dues as needed.
* Conducts payroll audits (post-submittal) to catch and rectify payroll errors as necessary.
* Balances the payroll accounts by resolving payroll discrepancies.
* Maintains and updates payroll coding.
* Provides payroll information by answering questions and requests.
* Maintains employee confidence and protects payroll operations by keeping information confidential.
* Maintains payroll files in an organized system. Produces historical payroll folders when required for audit purposes.
* Performs employee leave accounting audits as needed.
* Performs other duties as needed.

**Work Environment**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position operates within a Pre-K through 12th grade public charter school environment and interacts with children and adults with diverse backgrounds and abilities. The position is based in the Hoʻokākoʻo office on O‘ahu with requirements to periodically travel to schools and other offices and locations to perform duties on O‘ahu and the neighbor islands. The position often works remotely with opportunities to work from home.

The position interacts with staff, funders, stakeholders and vendors daily including interactions with visitors, agencies, vendors, volunteers, children, adults and families in classrooms and outdoor facilities.

The Accounting & Payroll Specialist must have the ability to demonstrate cultural sensitivity, patience and diplomacy and respectfully manage interruptions and prioritize multiple demands.

There are deadlines, reporting, contractual and other requirements that require organization, planning, focus and detailed work at a desk and computer.

# **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

# The employee is required to sit, stand and occasionally may climb, balance, stoop or kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

# **Minimum Required Qualifications**

* + Bachelor’s degree from an accredited 4-year college or university in accounting or finance, or other related field.
	+ 1-2 years of progressively responsible work experience involving accounting.
	+ Proficiency in Microsoft Office software to include Word and Excel and Google Suite (Docs, Sheets).
	+ Proficient in financial record keeping and reporting for nonprofit organizations.
	+ Understanding of generally accepted accounting principles (GAAP).
	+ Effective command of verbal and written English language to communicate with internal and external contacts.
	+ Proficient use of key digital and electronic devices and equipment including computers, smart phones, and scanners.
	+ Proficient in using the computer software programs for word processing, spreadsheets, presentations, data files, researching information, and online platforms.
	+ Knowledgeable in accounting systems and using software applications
	+ Ability to work as a member of a team.
	+ Ability to self-start, prioritize, and multi-task.
	+ Ability to communicate effectively with stakeholders.
	+ Ability to maintain confidentiality and professionalism.
	+ Detailed and accuracy-oriented.

# **Desired Qualifications**

* + 1-2 years of progressively responsible work experience involving processing payroll for a medium-sized (100-200 employee) organization. Experience with Altres’ HR Symphony system.
	+ Knowledge of Hawai‛i public education system including accounting and policies.
	+ Previous experience working with public charter schools, public education or nonprofit sector.