

Wish Assist Staff Accountant – Job Description



JOB TITLE:	Wish Assist Staff Accountant
DEPARTMENT:	Finance
REPORTS TO:	Wish Assist Senior Accountant
SUPERVISES:	Interns & Wish Assist Volunteers
FLSA STATUS:	Non-Exempt

SUMMARY

We are seeking a highly organized, motivated, and collaborative Staff Accountant to join our team. This position supports our Wish Assist department, a collaborative team that works with U.S. mainland and international Make-A-Wish® chapters to grant wishes to come to Hawaii.

The ideal candidate has 1-2 years of accounting experience and is proficient with the Microsoft Office suite of software applications. He/she is highly organized, detail oriented and displays a commitment to providing excellent customer service. This position primarily works in office Monday through Friday.

JOB/POSITION RESPONSIBILITIES:

Duties and Responsibilities:

- Reconciles credit card charges and ensures charges are supported by documentation.
- Reconciles vendor invoices, prepares payment requests and ensures vendors are paid timely.
- Packages documents for each wish child that is used to support the invoice sent to home chapters via an intercompany billing.
- Prepares logs and bank deposits for chapter payments accurately, timely and in accordance with Make-A-Wish® America's Finance Policies, chapter policies, procedures and internal controls.
- Reviews accounting reports to ensure receivables are collected on a timely basis.
- Assists with closing files for each wish child.
- Assists with various accounting functions to ensure financial records are maintained in accordance with Make-A-Wish® America's Finance Policies, chapter policies, procedures and internal controls.
- Develop and maintain vendor and chapter relationships to ensure a high quality wish experience.
- Performs additional duties as assigned.

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ESSENTIAL QUALIFICATIONS:

- BS in Accounting and 1-2 years work experience preferred
- Proficiency with the Microsoft Office suite of software applications, comfortable with technology and confidence in ability to learn and implement new tools
- Evidence demonstrating a successful track record of delivering quality, timely results both as a member of a collaborative team and as an individual
- Evidence demonstrating a high degree of organization with attention to detail, and ability to manage and prioritize multiple tasks efficiently to achieve deadlines in a fast-paced environment
- Commitment to continuous process improvement
- Strong written and oral communications skills
- Dedication to providing exemplary customer service while displaying a high level of sensitivity and discretion when dealing with staff, volunteers and wish families
- Self-motivated, flexible, and resourceful

The ideal candidate supplements his/her education and experience with a commitment to and passion for advancing Make-A-Wish Hawaii's mission.

ADDITIONAL DETAILS

He/She should also be available to support special events on evenings and weekends, as needed.

MAKE-A-WISH FOUNDATION OF HAWAII

Make-A-Wish Foundation of Hawaii is a 501 (c)(3) non-profit organization. Founded in 1982, our mission is to create life-changing wishes for children with critical illnesses. We are more than a great place to work – our work is life-changing. We are an inclusive and diverse group of people who, through a mosaic of backgrounds, thought and experiences, are united in purposeful work. We are fueled and guided by our values – values that are represented in the inspired people we work with and the transformational work we do every day.

To apply, please email your resume and cover letter to
Shari Young, Director of Finance & Operations
syoung@hawaii.wish.org