

## Staff Accountant/Office Administrator – Job Description

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<b>JOB TITLE:</b>	Staff Accountant/Office Administrator
<b>DEPARTMENT:</b>	Finance
<b>REPORTS TO:</b>	Director, Finance and Administration
<b>SUPERVISES:</b>	N/A
<b>FLSA STATUS:</b>	Non-Exempt

### SUMMARY

We are seeking a highly organized, motivated, and collaborative Staff Accountant/Office Administrator to join our team. This position primarily executes accounting processes and transactions, including coding transactions, preparing payment requests, input logs and reconciliations, and other duties as assigned. The position also supports the general office functions for the organization.

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, with some flexibility to partially work remotely.

### JOB/POSITION RESPONSIBILITIES:

Duties and Responsibilities:

- Reconcile vendor invoices, prepare payment requests and ensure vendors are paid timely. Reconcile credit card charges and ensures charges are supported by documentation.
- Assist with management of wish child documents and invoices sent to home chapters via an intercompany billing.
- Prepare logs and bank deposits for chapter donations and payments (cash and in-kind) accurately, timely and in accordance with Make-A-Wish® America's Finance Policies, chapter policies, procedures and internal controls.
- Ensure receivables are collected on a timely basis.
- Assist 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.
- Administer office operations, including, but not limited to managing the office supply inventory and equipment, handling incoming and outgoing mail and liaising with office vendors.

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- Serve as a resource for staff regarding office policies and procedures.
- Perform additional duties as assigned.

### ESSENTIAL QUALIFICATIONS:

- 4-year degree or 1-2 years of 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, thoughts 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  
Shannon Okinaka, Director of Finance & Administration  
sokinaka@hawaii.wish.org