

## Position Description

**Title:** Accountant III

**Division:** Finance

**Reports to:** Accounting Manager/Controller

**Travel:** Travels in-state and out-of-state as required

**Status:** Salaried, Exempt

**Standard Work Hours:** M – F, 9:00 AM – 5:30 PM

**Salary Range:** DOE

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### JOB SUMMARY:

The Accountant's responsibilities include helping prepare financial reports, performing account reconciliations, maintaining the general ledger, preparing tax returns, assisting with audit preparations, and performing other accounting and office duties as assigned.

To be successful as an Accountant, you should have a solid working knowledge of Generally Accepted Accounting Principles (GAAP) and strong financial analysis skills. An Accountant should also possess strong Excel skills, be detail-oriented, highly organized, and able to work with little to no supervision and meet numerous deadlines.

### DUTIES, RESPONSIBILITIES, and EXPECTATIONS:

Duties and responsibilities include, but are not limited to the following:

- Provide financial analysis to determine appropriate accounting entries.
- Contribute to the execution of monthly and annual close processes including completing reconciliations, preparation of journal entries, escalation, resolution of issues, and meeting all set deadlines.
- Assist with preparing and monitoring budgets.
- Research and resolve the proper accounting treatment for transactions relevant to the assigned areas of responsibility in accordance with GAAP and established company policy.
- Prepare and maintain schedules and supporting documentation needed for management, internal and external reporting, and external auditors.
- Contribute to the development of new or amended accounting systems, programs, and procedures.
- Assist with monitoring, documenting, and implementing improvements to processes and internal controls.
- Assist in providing requested deliverables to the internal and external auditors in conjunction with year-end audit processes.
- Investigate and resolve audit findings, account discrepancies, and issues of non-compliance.
- Understand the daily activities of the department and aid in coordinating and managing these activities to ensure daily and period goals and deadlines are met.
- Perform ad hoc analysis and develops or recommends accounting methods and procedures as required.
- Participates and performs duties as assigned for CNHA's annual Native Hawaiian Convention.
- Other duties as assigned.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree in accounting, finance or related field.
- 5+ years of accounting experience.
- Strong knowledge of GAAP and ability to complete tasks in a timely and accurate manner.
- Strong financial analysis skills.
- Strong communication skills, both written and verbal.
- Strong organizational and stress management skills.
- Prior work done in public accounting is strongly desired
- Comfortable working in a changing and dynamic environment
- Proficiency in Microsoft Office, particularly with Excel.
- Ability to train staff.
- Ability to work with little to no supervision.
- Strong work ethic and commitment to the communities served by CNHA
- Nonprofit experience a plus

*I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.*

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**Employee Signature**

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**Date**