



## **Hawaii Foodbank Job Description**

**Job Title:** Accountant/Grant Specialist  
**Department:** General and Administrative  
**Reports to:** Controller  
**FLSA Status:** Exempt  
**Last Review Date:** April 2024  
**Approved By:** President/CEO  
**Approved Date:** Draft

### **POSITION SUMMARY**

Responsible for the day-to-day fiscal reporting of the organization. Supports the Controller and VP/CFO to lead the accounting operations of the company. Assists in the preparation of the periodic financial reports, maintenance of accounting system and records, and enforcement of internal controls and budgets designed to mitigate risk. Enhance the accuracy of the company's reported financial results and ensure that reported results comply with generally accepted accounting principles (GAAP). Also responsible for the monitoring of restricted grants and grants reporting.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for understanding the operations of the organization and supports the Controller in ensuring that the accounting system is set up correctly to capture the correct financial reporting for multiple stakeholders
- Assists the Controller with the monthly financial close ensuring accurate and timely issuance of financial statements
- Assists the Controller with the annual budgeting process
- Assists the Controller with the annual preparation of audit and tax return schedules
- in the maintenance of accounting records and following of accounting procedures and controls
- Supports the Controller with timely reviews of accounts payable invoices and receivable accounts
- Assists the Controller with monthly reporting, departmental reports, inventory reconciliations, cash reconciliations, etc.
- Assists with the preparation and issuance of the corporation's Annual Report.
- Prepares reports required by regulatory agencies.
- Prepares periodic reports to grantors, federal and state programs and donors, as requested.
- Prepares the audit schedules for the annual audit



### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree (B.A.) in accounting or finance from an accredited college or university; or four years related experience and/or training; or equivalent combination of education and experience.

### **WORK ENVIRONMENT:**

- Requires occasional driving for off-site day, evening and weekend meetings and events, as needed or assigned
- Insured vehicle with valid driver's license and clean driving record
- Occasional travel to neighbor islands
- Requires the use of computer, mobile, telephonic equipment, etc.
- The noise level ranges from quiet to moderate to loud at times
- Ability to utilize Microsoft Office including Outlook, Word, Excel, PowerPoint, and Teams
- NetSuite Accounting system experience is desirable
- Working evenings, holidays, special events and project work and weekend hours, as needed
- Operate 10-key calculators



## **ADDITIONAL INFORMATION**

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I have read and understand the essential duties, responsibilities and qualifications for this job and am able and willing to perform them accordingly.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name