



Accounting Intern

Reports to: Director of Finance

FLSA Status: Part time, Non-Exempt (hourly)

Schedule: Monday – Friday, 20 hours a week

Hourly Rate: \$17/hour

POSITION SUMMARY

This is a part-time position funded through the OHA grant and is responsible for providing general ledger support through production of monthly financial statements related to program activities. This person will work with and report to the Director of Finance.

KEY RESPONSIBILITIES

General Ledger Support

Accounts Payable

- Review coding and enter approved invoices at least weekly; review vendor statements monthly and remedy account issues; and ensure vendor discounts are being taken.
- Initiate weekly check runs.
- Distribute checks to vendors with Office Coordinator.
- Create and maintain vendor files with Office Coordinator.
- Assist with compiling credit card reports and supporting documentation with Office Coordinator
- Assist with reconciling accounts payable monthly.

Accounts Receivable

- Record grants receivable and payments related to the receivables.
- Assist with reconciling accounts receivable monthly.

Cash and Donation Management

- Record gifts in-kind.
- Record deposits and withdrawals per banking activities.
- Perform bank reconciliations monthly.



Program Reporting and Tracking

- Assist with compiling and tracking financial reporting requirements related to OHA grant funds.
- Assist with performing budget to actual analysis.

Qualifications:

- In pursuit of a bachelor's in business administration with a concentration in accounting or finance.
- Proficiency in MS Office.
- QuickBooks experience preferred but not necessary.

Competencies and Personal Characteristics

- Good written and verbal communication skills.
- Detail oriented and organized.
- Ability to maintain confidentiality.

Honolulu Habitat is focused on recruiting a diverse and equitable workforce and is an Equal Opportunity Employer.

To Apply:

Submit resume to jerome@honoluluhabitat.org