



OPEN POSITION: Accounts Payable Associate (Full-Time)

ABOUT US: Hawai'i Health & Harm Reduction Center (HHHRC) provides harm-reduction focused services to marginalized populations in Hawai'i, including people living with and/or affected by HIV, hepatitis, substance use, homelessness, and the transgender, LGBTQ and the Native Hawaiian communities. We strive to empower the diverse communities we serve through outreach, support, and education. HHHRC bridges gaps and helps individuals access essential resources such as housing, health care, entitlements and treatment.

JOB SUMMARY: Permanent, Full-time position with HHHRC, located on O'ahu. Salary is commensurate with experience. The Accounts Payable is responsible for supporting the day-to-day operation of the accounting system of the organization in coordination with another Full-time Staff Accountant and Finance Manager.

We are looking for a reliable and precise professional to help us properly maintain our payable information. The Accounts Payable will maintain current accounts and assist in invoicing functions. We are seeking an experienced candidate who can analyze expense reports to assign payments to the proper cost centers, work with vendors to resolve past due invoices and reconcile monthly statements with vendors.

DIRECT SUPERVISOR: Finance Manager

ACCOUNTABLE TO: Finance Manager, Staff Accountant

DUTIES AND RESPONSIBILITIES:

- Review, process, and remit payment for all incoming invoices and monthly obligations.
- Monitoring expenses for proper classification, documentation and allocation.
- Scheduling payments to employee and vendors and ensuring receipt of payment.
- Responding to all employee and vendor inquiries.
- Prepare and post semi-monthly payroll, benefits, prepaid, and internal allocations to the general ledger.
- Maintain monthly payroll expenses including fringe allocation.
- Maintain electronic employment profile.
- Maintaining archived accounting record.
- Maintain vendor files, reports, and contracts.
- Maintain prepaid account.
- Maintain & replenish petty cash account.
- Conducting daily banking activities.
- Reconciling all bank, investment, and credit accounts.
- Assist with management of employee benefits, including health insurance and retirement.

- Assist with preparation for annual financial audit and other program audits.
- Prepare vendor G.E.T. and 1099-MISC tax forms.
- Comply with HHHRC confidentiality policy, HIPAA requirements, cultural competencies and rights to person served as well as CARF Standards.

OTHER RESPONSIBILITIES

- Undertake related duties as assigned.
- Participate in agency committees

MINIMUM QUALIFICATIONS:

- Associates degree in Accounting or Finance/Business, or one to two related work experience.
- Experience with Quickbooks and Microsoft Office suite required; proficiency in Excel is required.
- Strong understanding of fiscal matters relating to non-profit bookkeeping and record keeping.
- Strong verbal, written, and interpersonal communication skills.
- Excellent organizational and record keeping skills, detailed oriented.
- Demonstrate professional manner at all times with vendors and employees.
- Understanding of and agreement with the mission of HHHRC.

HOW TO APPLY

Please carefully read and fully comply with the following. Applicants should send a resume, a letter explaining their interest in and qualifications for this position, an application (found on hhhrc.org/employment), and the names and contact information for three relevant references. Applications may be submitted via postal mail, fax or email attachment as follows:

Hawaii Health & Harm Reduction Center
 677 Ala Moana #226
 Honolulu, HI 96813
 Telephone: 808-521-2473 ext. 234
 Fax: 808-853-3274
 Email: jcasken@hhhrc.org

Hawaii Health and Harm Reduction Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.