



Accountant

Type: Full-time

Experience: Entry- to mid-level

Functions: Accounting, Financial Management

Reports To: Senior Accountant

Compensation: Salary

FLSA Status: Exempt

POSITION SUMMARY

The Accountant reports to the Senior Accountants and assists in supporting the financial activities of HiAccounting by performing the following duties for assigned clients.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

- Deliver best-in-class customer service to clients and employees at all times, with an emphasis on being responsive, professional, and accurate.
- Establish and maintain a positive working relationship with client's employees, and co-workers to promote a quality service image.
- Process invoices and related payments for clients, if required.
- Record cash receipts and reconcile client bank accounts and activity.
- Perform monthly closing of client books and producing monthly financial reports and related bank and account reconciliations on a timely basis.
- Responsible for monitoring expenses of assigned client companies through analyses and comparisons to budget and prior periods, performed in conjunction with timely preparation of financial statements.
- Preparation and filing of client's income and general excise tax returns, if required.
- Provide information to client's external tax accountants and auditors, if required.
- Protects organization's values by keeping information confidential.
- Actively contribute to the overall positive culture of the company.
- Create and update various management reports.
- Other duties as assigned.

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions, demonstrated ability to complete assigned tasks.
- Multi-tasking Skills – Ability to handle multiple assignments and effectively prioritize these in a fast paced dynamic environment.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.



- Detail Oriented - Ability to pay attention to the minute details of a project or task while balancing this with the overall objectives at hand.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Communication – Demonstrates the ability to effectively and efficiently communicate with others both verbally and in writing.
- Decision Making & Judgment - The ability to formulate a sound decision using the available information and demonstrates critical thinking abilities
- Attitude - Positive, self-starter attitude and desire to exceed expectations at every opportunity.

SKILLS & ABILITIES

Education: Bachelor's degree in accounting, finance, or business administration. An individual possessing an associate's degree in accounting or business administration with relevant business experience equivalent to a bachelor's degree may be considered.

Experience: Knowledge of generally accepted accounting principles, or any combination of education and experience which would provide the necessary knowledge, skills and abilities to meet the minimum qualifications to perform the essential functions of this position.

Computer Skills Proficient knowledge of Adobe Acrobat and MS Office, including Word, Excel, PowerPoint and Outlook. Prior knowledge of Intacct, QuickBooks or other accounting software is preferred.

Other Requirements Perform other duties as required. Availability to work additional hours or weekends, as projects demand.

COMPANY

HiAccounting is a local and privately held company that provides expert accounting solutions and personalized support to over 50 of Hawaii's businesses. HiAccounting was founded in 2009 by the team at [Hawaii Human Resources, Inc. \(HiHR\)](#). In providing outsourced HR services to many of Hawaii's most successful small- and medium-sized businesses, HiHR found that time and again, clients were unable to connect to the core principles of integrity, transparency, and dedicated customer service when dealing with any of the available Accounting resources. Whether it was a local behemoth or a faceless offshore firm, the alternatives repeatedly left clients wanting more — more attention, more value, more reliability and more piece of mind. Thus, HiAccounting was born — experienced, professional, reliable, and run by people you know and trust!

CULTURE

In 2015, we were proud to claim 52nd on the *Hawaii Business Top 250* list, an honor we earned because of our growth, corporate values, innovative solutions, operational excellence, commitment to employees, and dedication to clients. Our company continues to thrive because of our talented leadership team and top-of-the line service platform. Working together across all divisions, we have built a reputation and a brand unequalled in our respective industries.

As we endeavor to measurably improve the well-being of our clients and provide an exceptional work environment for our employees, we have been honored with a series of awards and recognized in the community for wellness and work-life balance programs. We are a top employer in Hawaii, winning *Best Places to Work* for six consecutive years. Pacific Business has named us one of Hawaii's Healthiest Employers and this year, Hawaii Business Magazine has recognized us as Most Family Friendly and Healthiest Employer. We're proud of the work and commitment that went into earning these awards. They



HiAccounting

motivate us to do more, to be better, and to continue our work of creating a mission-driven and engaged workforce, made up of the best and brightest people in the business.

We work with a diverse clientele including small, family-run businesses, to some of the biggest and most dynamic companies in Hawaii. To be successful, we need people capable of delivering innovative solutions, who aren't afraid of hard work, and realize that exceeding expectations is now the "new normal." As a client-centric company, we are keenly aware that we are only as good as the people we have working for us, which is why we eagerly embrace talent.

WORK ENVIRONMENT

Delivering the best experience to our clients and our employees requires we have the best talent working for us. In order to attract the people we want, we strive to provide a work environment that is progressive, professional and friendly. We believe our employees can't be happy at work if they're not happy at home and so we have embraced "balance" as one of our core values.

Doing the things which are important to you outside of work is as equally important to us as your performance while on the job. HiAccounting is committed to our culture and organizational health. We work hard to provide a positive work environment and equip you with the tools and resources to exceed expectations. We believe you can never stop learning. Our fast-paced, dynamic, and sometimes hectic work environment requires an ongoing commitment to growth and development. We "walk our talk" of healthy employee engagement and ongoing learning by investing in our employees. We give you the freedom and flexibility to be your best and in return, we expect your best performance.

A career with HiAccounting is truly an opportunity to join a company poised for success and growth!

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION

We provide a competitive compensation program to attract, retain and motivate a high-performance workforce, and it is flexible enough to meet the different needs of our diverse employee population.

HiGroup has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment. The Hawaii Group is an Equal Opportunity Employer regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, sexual orientation, political affiliation or belief. Employment decisions are made without consideration of these or any other factors that employers are prohibited by law from considering. Any discriminatory action can be a cause for disciplinary action.

Approval Signature: _____ Date: _____