

BOOKKEEPER

The Bookkeeper is responsible for recording and maintaining KPHA's financial transactions, including purchases, expenses, sales revenues, invoices and payments. The Bookkeeper will record financial data into electronic ledgers, create reports such as balance sheets and operating statements and work with outside accountants, readying audit materials, and tracking KPHA's financial activities.

Reports to:

KPHA General Manager

Supervisory Responsibilities:

None

Duties/Responsibilities:

- Process invoices, purchase requisitions, check requisitions, and purchase orders. Pair with any supporting documentation as required.
- Prepare invoices for quarterly association dues and monthly water billing.
- Receive and enter payments of invoices, create batch reports and bank deposits, assure deposits are made in a timely manner.
- Reconcile bank statements monthly, verify deposits and address communications from banks.
- Run aged balance reports. Send past due notices for delinquent accounts and/or follow up with appropriate action.
- Maintain a thorough record of accounts payables and accounts receivables.
- Prepare monthly, quarterly and annual financial reports, including operating statements and balance sheets.
- Support KPHA treasurer by performing assigned accounting and clerical tasks.
- Assure that disbursements and monies transferred are made in accordance with KPHA policy.
- Provide accurate escrow information when lot is sold. Record all new lot transactions and title changes.
- Assist outside auditors during the annual audit process; provide account information, documentation or other information as requested.
- File time sensitive required tax forms with federal, state and local government agencies.
- Manage capital reserves account (Akami Study).
- Assist with budget preparation.
- Assist KPHA members with account (HOA fees, water bills) information, concerns or questions.
- Assure software programs (QuickBooks, UB Max, Microsoft) are updated and current as recommended by manufacturer.
- Ongoing documentation of bookkeeping procedures.

Required Skills/Abilities:

- Knowledge of general financial accounting and cost accounting.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Proficient computer skills as well as in depth knowledge of QuickBooks and Microsoft Office Suite.
- Willingness and ability to learn new skills quickly.
- Excellent organizational skills and attention to details.

- Excellent written and verbal communications, with strong people skills. Must have a polite and professional demeanor at all times.
- Must comply with local, state and federal financial regulations as well as the regulations established by KPHA.

Education and Experience

- Three to five years of bookkeeping/accounting preferred.
- Associate/Bachelor's degree in Accounting, Finance, or related discipline preferred.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.

This is a 30 hour per week position with potential growth to 40 hours. Benefits Package is included. Salary is based on experience. Interested candidates should supply letter of interest, resume, and references via email to KPHA.admin@kawelapha.com or fax to (808) 553-3996 or mail to PO Box 28, Kaunakakai, HI 96748, Attn: Maureen Whittemore