



Job Description

JOB TITLE: Accounting Manager

DEPT: Administration

REPORTS TO: Controller

TYPE OF POSITION: Full-Time, Non-Exempt

APPROVED BY:

Executive Director

Date: 3/24/26

Position Summary

Under the direct supervision of the Controller, the Accounting Manager manages and supports the day-to-day fiscal operations of Hale Opio Kauai in accordance with established policies, procedures, and the mission and values of the organization. This position works collaboratively with the Controller to maintain accurate accounting systems, support grant and contract compliance, prepare financial reports, strengthen internal controls, and ensure timely completion of core accounting functions. The Accounting Manager supports compliance with federal, State of Hawaii, county, and nonprofit regulatory requirements and does not currently supervise direct reports.

Qualifications and Requirements

- Strong knowledge of nonprofit accounting principles, Generally Accepted Accounting Principles (GAAP), and sound fiscal management practices.
- Demonstrated experience with grant accounting, contract compliance, and restricted fund tracking.
- Experience preparing or supporting federal, HUD, State of Hawaii, and county grant reporting preferred.
- Proficiency in QuickBooks Online required; strong Microsoft Excel skills required.
- Knowledge of internal controls, financial statement preparation, audit support, accounts payable, accounts receivable, payroll coordination, and month-end close processes.
- Ability to maintain strict confidentiality, exercise sound judgment, and manage sensitive financial information with professionalism.
- Strong organizational, analytical, problem-solving, and time management skills with the ability to prioritize multiple deadlines.
- Bachelor's degree in accounting, Finance, Business Administration, or a related field required.

- Minimum of three to five years of nonprofit accounting experience required; grant accounting experience is a key requirement.
- Experience supporting annual audits, financial statement preparation, and compliance monitoring for multiple funding sources preferred.

Essential Job Functions

- Maintain the general ledger and perform monthly reconciliations to ensure accurate and timely financial records.
- Oversee and support accounts payable and accounts receivable functions, including invoice processing, vendor support, and receivables tracking.
- Prepare monthly, quarterly, and annual financial reports for review by the Controller and organizational leadership.
- Monitor grant and contract expenditures, maintain budget tracking, and support timely drawdowns, invoicing, and reporting requirements.
- Prepare and assist with federal, State of Hawaii, county, and other funder financial reports in accordance with grant and contract requirements.
- Ensure compliance with organizational policies, funding source requirements, internal controls, and applicable nonprofit financial standards.
- Support development of annual organizational and program budgets in collaboration with the Controller and program leadership.
- Assist with year-end closing activities, annual audit preparation, schedules, reconciliations, and requested supporting documentation.
- Maintain Form W-9 files, 1099 processing, and other required tax-related documentation and reporting functions.
- Utilize QuickBooks Online and related accounting systems to maintain accurate financial data, reports, and audit-ready records.
- Provide timely financial information, analysis, and problem-solving support to the Controller to strengthen fiscal oversight and decision-making.
- Work collaboratively with programming and administrative staff to support contract coding, fiscal documentation, and compliance with organizational expectations.

Other Job Functions

Performs all other duties deemed necessary or assigned to support the fiscal operations of Hale Opio Kauai.

Working Conditions

- Environment: Primarily an air-conditioned office setting.
- Equipment Use: Computer, calculator, and standard office equipment.
- Work Hours: Monday through Friday during standard business hours; occasional flexibility may be required to meet deadlines or audit and reporting timelines.

Physical and Mental Demands

- Works primarily in an office setting with frequent sitting, walking, repetitive computer use, and occasional lifting of up to 40 pounds.

- Requires frequent decision-making, attention to detail, use of judgment and discretion, and the ability to meet multiple deadlines while maintaining accuracy.

Communications Demands

- Frequent reading, writing, and review of detailed financial documents, reports, and supporting records.
- Effective oral and written communication skills and the ability to work collaboratively with diverse staff, vendors, auditors, and funding partners.

Other Requirements

- Must maintain the highest standards of confidentiality and professionalism.
- Must have access to a vehicle and valid driver's license if driving is required for business purposes.
- This job description is intended to indicate the kind of tasks and level of work difficulty required of the position and shall not be construed as declaring all specific duties and responsibilities.

This job description is intended to indicate the kind of tasks and levels of work difficulty that will be required of the position given the title ***Accounting Manager*** and shall not be construed as declaring all the specific duties and responsibilities. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and/or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Employee's Acknowledgement _____ Date _____