



IOLANI PALACE

The Friends of 'Iolani Palace Job Description

Position:	Finance/HR Assistant
Department:	Finance
Reports To:	Director of Finance
FLSA Status:	Full-time, Exempt
Pay Scale:	\$50,000 - \$65,000 annually
Approved By:	Executive Director
Approved Date:	January 6, 2023

Position Summary:

This position will support the Accounting and Human Resource Departments with various Accounting Administrative tasks and assignments within a non-profit organization.

Essential Duties and Key Responsibilities:

- Reviews and updates daily bank deposits.
- Processes cash disbursements.
- Reconciles and process cash receipts from various sources to the banking.
- Updates and reconciles point-of-sale daily transactions to financial spreadsheets.
- Investigates and corrects discrepancies between point-of-sale and banking transactions.
- Assists in the annual physical inventory and the preparation of annual audit.
- Coordinates purchase requests.
- Supports the recruiting and staffing process with background checks, scheduling interviews, and maintaining candidate files.
- Guides new staff through the pre-employment process, ensuring completion of all steps.
- Prepares and maintains HR materials for staff.
- Coordinates supply requests with Facilities staff.
- Assists with processing staff changes, and terminations.
- Other special projects and duties as assigned.

Qualifications and Skills:

- At least 5 years accounting as well as Human Resources experience preferred.
- Experience with QuickBooks, Excel, Word.
- Flexible, able to learn, adapt quickly, strong attention to detail and ability to maintain confidentiality.
- Excellent organization and time management skills.
- Strong written and verbal communication, interpersonal, and analytic skills.
- Ability to deal effectively with diverse individuals at all organizational levels.
- General office skills - typing, filing, office machines, phone etiquette.

Physical Requirements

- Ability to move about as needed throughout the day.
- Requires ability to sit up to 8 hours per day with intermittent occasional moving about workspaces.

Work Environment

- Work is performed in person, Monday through Friday, in an office environment.
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- When needed to work some evenings and weekends, work may be performed in 'Iolani Palace, on the grounds of 'Iolani Palace, or other community setting.
- Prolonged periods of sitting at a desk and working on a computer and talking on the telephone.
- Must be able to lift 30 pounds.

This job description is a summary of job, duties, responsibilities, and qualifications and in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by their immediate supervisor.

For questions or to submit a resume, email jobs@iolanipalace.org.
