



IOLANI PALACE

Post Office Box 2259 Honolulu, HI 96804-2259 Telephone (808) 522-0822 FAX (808) 532-1051

Accounting Clerk

Position Description

This is a unique opportunity to work at an important historic site and to join the community of people who make Iolani Palace one of the most popular and revered places in Hawaii. The Accounting Clerk provides accounting and clerical support to the Accounting Manager.

Essential Duties and Responsibilities

- Prepares and reconciles daily receipts of cash and checks for deposit.
- Performs deposits to the company's accounts at selected financial institution(s) as required.
- Monitors cashier over/short counts and reports irregularities to management.
- Generates daily and monthly sales reports for ticket and gift shop sales.
- Reconciles all Accounts Receivable with necessary documentation. Prepares invoices and statements for mailing or emailing to customers in a timely manner.
- Follows up with customers on all past due balances through phone calls and email to ensure timely payment.
- Records customer payments and credits in the accounting system.
- Assists with Accounts Payable processing as required.
- Assists with bank reconciliation as required.

Other Duties

Performs miscellaneous office duties including scanning, organizing files, filing paperwork, answering phones, taking messages and other administrative tasks as needed.

Minimum Requirements

- General knowledge of accounting operations.
- Basic mathematical skills and ability to perform mathematical calculations accurately.
- Competency in MS Office Suite, G Suite and accounting software.
- Data entry accuracy, 10-key operation and touch-typing skills.
- Detail oriented, ability to prioritize assignments and meet deadlines.
- Strong verbal and written communication skills.
- Ability to work both independently and in a team setting with a positive attitude.
- Be responsible for personal punctuality, attendance and professional appearance.
- Be courteous to guests, team members, clients and vendors.
- High School graduate / GED equivalent.

Preferred

- Associate degree in accounting or related field
- Experience with QuickBooks / Vend POS software

