



WAIKELE
COUNTRY CLUB

94-200 Paioa Place
Waipahu, HI 96797

Position: Administrative Assistant (AR/AP)

Job Type: Full Time

Reports To: Administrative Manager

Primary Objective: Perform accounting, bookkeeping, and administrative duties to assist the Administration Office in financial matters relative to accounts receivable and accounts payable.

Duties and Responsibilities:

- Verify, allocate, reconcile and record financial day-to-day transactions and statements, and completion of the posting process.
- Reconcile organizational and customer accounts and manage accounts receivable collections.
- Verify payment of invoices associated with accounts payable, and ensure payments are charged and appropriated to accurate accounts.
- Document and collect all financial transactions by entering relative account information accurately and timely.
- Update and maintain records of expenditures.
- Prepare and disburse invoices to customers; pay invoices by verifying transaction information, scheduling, preparing disbursements and obtaining authorization of payment; manage outgoing bills and invoices.
- Ensure that payments are sent out timely.
- Reconcile financial discrepancies by collecting, reviewing, and analyzing account information, and make necessary adjustments and corrections as needed.
- Analyze and summarize financial information and status.
- Responsible for conducting and completing month-end and year-end closing processes.
- Interpret, review and document business processes and accounting policies and procedures, to include but not limited to, Generally Accepted Accounting Principles (GAAP), to maintain and strengthen internal controls, and develop and make recommendations of new policies and/or procedures.
- Comply with federal, state and local financial legal requirements, to include review, research and interpretation of existing and new legislation, enforce adherence to mandates and requirements, and advise on necessary actions.
- Produce accurate and error-free accounting reports and present results to management.

- Answer accounting procedural questions to assist staff and outside vendors.
- Communicate effectively when problems arise, and provide recommended solutions.
- Must be able to work independently with little or no supervision.
- Other related duties as assigned.

Minimum Qualifications:

- Bachelor's degree in business, accounting, finance or related field; **or** Associate's Degree in business, accounting, finance or related field with minimum of 2 years professional work experience in administrative duties relative to bookkeeping and/or accounting.
- Demonstrated experience and knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP).
- Demonstrated work experience with various accounting software (i.e., QuickBooks).
- Demonstrated skill in data reconciliation and financial data entry processing and management.
- Demonstrated work experience in creating financial statements, general ledger functions, and month-end/year-end closing processes.
- Demonstrated work experience in creating accounting, fiscal, and financial reports.
- Knowledge of state (specifically Hawaii), local and federal laws, mandates, rules and regulations regarding accounting, fiscal and financial matters.
- Possession of effective written and verbal communication skills in the English language.
- Strong mathematical skills and background.
- Strong attention to detail and maintaining accuracy.
- Demonstrated ability to problem solve and multi-task; excellent organizational and time management skills.
- Proficiency in Microsoft Office, to include but not limited to, Word and Excel.
- Ability to work as a team in a diverse setting, inclusive of culture diversity, socio-economic status, etc.
- Any equivalent combination of education and/or work experience which provides the required education, knowledge, skills and abilities as indicated.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to:

- Work in an office setting, sit for prolonged periods of time, and ascend and descend stairs, due to location of workplace on second floor.
- Ability to climb, balance, stoop, kneel, crouch, crawl, bend, twist, reach, and grasp; use hands to finger, handle, or feel; close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Ability to lift up to 30 lbs.; push/pull/move objects; and lift overhead.

Preferred Qualifications:

- Familiarity with the local culture in Hawaii.
- Experience and knowledge in the golf industry.
- Possession of valid State of Hawaii Driver's License.

Rate of Pay: starting at \$18.00/hour