



WAIKELE
COUNTRY CLUB

94-200 Paioa Place
Waipahu, HI 96797

Position: Administrative Assistant-Accounting (Bilingual)

Job Type: Full Time

Reports To: Administrative Manager

Primary Objectives: Maintain direct record of all purchases, sales, and business financial transactions, and ensure accurate and efficient recording and management of financial assets and liabilities; and provide personal assistance to executive management.

Duties and Responsibilities:

- Interpret, translate, articulate, and communicate (in verbal and written forms) all information and transactions in both English and Korean languages.
- Verify, allocate, reconcile, and record financial day-to-day transactions and completion of the posting process.
- Record, process, and maintain financial transactions, such as accounts receivable, accounts payable, debits, credits, purchases, sales, receipts, payments, etc.; ensure all entries are in accordance with generally accepted accounting principles (GAAP).
- Verify payment of invoices associated with accounts payable, and ensure payments are charged and appropriated to accurate accounts; reconcile organizational and customer accounts and manage accounts receivable collections.
- Manage business accounts and maintain accounting systems consistently daily.
- Responsible for details on separate ledgers and transfers data to General Ledger; post, verify and allocate debits, credits and financial transactions; track entries; produce invoices; maintain, balance and reconcile ledgers, accounts and subsidiaries.
- Coordinate incoming and outgoing payments by printing, distributing, and obtaining check signatures; ensure all checks are endorsed and deposited.
- Monitor and reconcile discrepancies in financial data and resolve issues promptly.
- Prepare assets, liabilities, and capital account entries by compiling, reviewing, assessing, and analyzing account information; provide recommendations regarding financial accounting actions and options.
- Document and collect all financial transactions by entering relative account information accurately and timely.
- Analyze and summarize financial information and status.

- Prepare balance sheets, profit and loss statements, etc., in the creation of accounting and financial reports, inclusive of analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict revenues and expenses.
- Responsible for conducting and completing month-end, quarterly, and year-end closing processes.
- Organize and prepare financial records for filing tax statements; enter data into tax preparation software and report revenue, expenses, and other deductions.
- Reconcile financial discrepancies by collecting, reviewing, and analyzing account information, and make necessary adjustments and corrections as needed.
- Produce accurate and error-free accounting reports and present results to management.
- Answer accounting procedural questions to assist staff and outside vendors.
- Must maintain confidentiality and security of sensitive information.
- 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.
- Communicate effectively when problems arise, and provide recommended solutions.
- Must be able to work independently with little or no supervision.
- Provide personal assistance (i.e., scheduling appointments, errands, coordination of visits, etc.) for executive management, officers, and Board of Directors, etc.
- Other related duties as assigned.

Minimum Qualifications:

- Fluency in the ability to speak, read, write, and communicate effectively in both English and Korean.
- Bachelors degree in accounting, finance or related field.
- Minimum of two (2) years of professional experience in bookkeeping or accounting.
- Demonstrated experience and knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP).
- 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 with various accounting software (i.e., QuickBooks).
- Knowledge of state (specifically Hawaii), local and federal laws, mandates, rules and regulations regarding accounting, fiscal and financial matters.
- Ability to problem solve, multi-task and work in a fast-paced environment to meet deadlines.
- Excellent organizational and time management skills to prioritize tasks effectively.
- Proficiency in MS Office Suite, specifically Excel, Word and Outlook.
- Proficiency in the use of 10-key by touch.
- Strong attention to detail and high level of accuracy.
- Ability to handle confidential financial and personnel information with discretion.

- 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.
- Legal authorization to work in the United States.
- Possession of a Hawaii State Driver's License.

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:

- Bookkeeping license.
- Familiarity with the local culture in Hawaii.
- Experience and knowledge in the golf industry.
- Experience and knowledge in the food and beverage industry.