



## Job Description

*The Maui Humane Society's mission is to protect and save the lives of Maui's animals; accepting all in need, educating the community, and inspiring respect and compassion towards all animals.*

**Job/Position Title:** Accountant/Bookkeeper

**Status:** Hourly, Temporary Position

**Date:** November 2023

### About Us

Maui Humane Society is a beautiful, open air animal shelter for cats, dogs, rabbits, guinea pigs, turtles, and other animals in need of safe shelter. We are the island's only open-admission animal shelter, which means we take in every pet in need, providing veterinary and routine care and helping surrendered animals find a new home. We also provide humane law enforcement services, humane education and outreach, and free and low-cost spay and neuter surgeries. Our team culture is creative, fast-paced, and collaborative and we are seeking problem-solvers who love animals and have great customer service skills.

Our team adores people with can-do attitudes and friendly smiles who love people as much as animals. We approach every person and animal as an individual and pride ourselves on being a place where our employees love to come to work!

Our employees are trained in Fear-Free animal handling and can even receive a certification. We are committed to your growth and will work with you to get you where you want to be in your career. Our benefits include a competitive salary, paid time off, medical, vision, and dental insurance, and free adoptions. Employees get at least one weekend day off and you'll have a consistent, flexible schedule. Our employees and volunteers love MHS because we have very low euthanasia rates, everyone is empowered to save lives, and we truly care about the people who work here!

**Primary Purpose:** Assists Director of Finance (DOF) by providing support for oversight and evaluation of all fiscal processes and related functions for the agency. Provides accounting related tasks including generation of financial reports. Assists DOF with cost analysis and other financial evaluations. Assists DOF with budget preparation. This is a temporary position for six months to one year to assist DOF with additional work duties due to wildfires. Has potential to become a permanent position. Under the supervision of the DOF.

### Essential Duties/Functions:

- Provides oversight and assistance with any fiscal related aspects of shelter operations.
- Organizes and processes payments, invoices, and the filings of all accounts payable and accounts receivable transactions for the agencies including invoicing to businesses such as veterinary clinics and event sponsors.
- Organizes, processes payments/reimbursements and maintains tracking schedules for the restricted and temporarily restricted programs, and fixed asset inventory schedules as needed.
- Review and input daily cash receipts. Input all monies received via mail and online activity. Coordinate with respective directors as needed for review and/or follow through as needed.
- Review paperwork/receipts submitted for petty cash expenditures and replenishes accounts as needed.

- Complete month end accrual accounting activities including:
  - Preparing and posting journal entries
  - Reconciling all cash accounts
  - Reconciling all investment accounts
  - Reviewing trial balances and make adjustments/corrections as needed
  - Reviewing, generating and distributing financial statements
  - Compiling, generating and distributing other fiscally related month end reports for various and ongoing programs and fundraising activities
- Assist DOF with county contract financial requirements by providing information and /or preparing quarterly reports and required back up documentation. Prepare, reconcile and process quarterly county liability report including transfer of funding.
- Supports annual budget process by responding to needs and information requests of DOF and departmental directors. Assists DOF with design and maintenance of budget spreadsheet.
- Supports annual CPA audit process including providing and/or obtaining all needed reports and requests for information and other needs of audit staff.
- Oversees and monitors internal controls for money handling procedures.
- Assists DOF with research and reporting related to other financial aspects of shelter including but not limited to cost analysis, ROI, efficiency studies.
- Assists DOF with communications and other needs for related vendors including insurance companies, investment firms, banking institutions and cell phone related tasks.
- Work with directors to provide administrative support for all staff reporting requirements related to HR needs, 401K programs and compliance reporting.
- Generate and distribute PTO balances to directors for each pay period. Notifies directors of payroll transmittal deadlines and other special requests as needed.
- Review and transmit payroll information to Pro Service bi-monthly. Maintain all payroll related files and records.
- Review and process payments to outside vendors for payroll related deductions as needed.
- Maintain employee files and agency records including but not limited to insurance documents, contracts and vendor files.
- Participate in disaster preparedness and response activities for the shelter and community as it pertains to pet animal related needs.
- Help promote fundraising activities and solicit support of agency overall.
- Interacts with co-workers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
- Maintain and promote a positive public image standard relevant to MHS.
- Attend and participate in departmental and shelter meetings. Attend educational venues as recommended/approved.
- Address and/or report any safety hazards or unsafe use of MHS equipment.
- Other duties as assigned.

**Working Conditions:** air conditioned office in administrative building with computer and internet access. May also be required to attend outdoor or non-air conditioned events.

**Equipment Use:** Telephone, cell phone, computer, fax machine, copier, printer, adding machine, paper shredder and other office related equipment.

**Work Hours:** This is a full time position. Majority of the work will be accomplished between the hours of 8-5 Monday through Friday with some flexibility required to attend evening and/or weekend events. Flexibility is also possible with respect to regular work hours as long as it does not interfere with agency needs.

**Mental Demands:** Position requires excellent organizational skills and well as a high level of accuracy and attention to detail. Must have ability to multitask, prioritize and handle high levels of stress. Must be dependable and have proven ability to meet deadlines. Self-starter with ability to work independently and follow detailed instructions without need for constant support.

**Physical Demands:** This position involves desk & computer work, but could also require being on your feet for extended periods of time. Position may include (car) travel back and forth to venues and some lifting. Must be able to work at a fast pace.

**Qualification Requirements:**

**Minimum Qualifications**

- Minimum of 3 years full-charge bookkeeping experience.
- Proven and demonstrable proficiency with QuickBooks accounting software, Excel, Microsoft Word, and Google applications.
- Strong attention to detail with high degree of accuracy.
- Strong written and oral communication.
- Goal oriented self-starter with ability to multitask.
- Professional in appearance and behavior.