



OFFICE/BUSINESS MANAGER

Description:

Ka'ohao School is currently looking for an Office Manager with some bookkeeping or accounting experience. The person will be primarily responsible for bookkeeping duties and administrative functions. Our current Office Manager will be going on Maternity Leave, so this is a temporary position (estimated February through June 2019). This position is full-time.

Ideal candidate must have excellent people skills, and strong organizational and operational skills. Must be detail-oriented and able to communicate effectively, both written and verbal. Prior accounting experience a plus, with basic accounting/bookkeeping knowledge.

How to Apply:

Submit resume, cover letter, and letter of reference by 3pm Monday, December 3, 2018. Please email all materials to clewis@kaohaoschool.org. Incomplete applications will not be considered.

Hours:

This is a temporary position.

Initial 2-week training period will be 20-25 hours per week in February.

Estimated start in May will be full-time, 7:30am-4pm.

Summer Hours during Spring Break, June, and July are 8am-3pm.

Location:

Office is located in Kailua.

Pay:

\$18/hr

Qualifications:

- Bookkeeping or Accounting Experience (we use Quickbooks)
- Customer Service Skills
- Proficiency in Word, Excel and Outlook is required.
- Must be able to remain composed and professional at all times.
- Ability to adapt to changing priorities required
- Excellent multi-tasking and organizational skills required.

Common Roles and Responsibilities:

HR

- Process a Variety of Paperwork

- Assistance with Payroll for all Ceridian Paid Employees
- Verify Substitutes in TSEAS
- Setting up Interviews, Place Job Ads for all New Hires
- Process/Monitor Workman's Comp Paperwork, Documentation, and Pay (if necessary)

ACCOUNTING

- Accounts Payable
- Create and Submit Purchase Orders
- Bank Reconciliation
- Update Monthly Budget with Actual Expenditures
- Track Use of Facilities and Collection of Payments
- Inventory Tracking
- Generate Monthly/Quarterly/Annual Financial Reports using Quickbooks/Excel
- Provide Reports for and Participate in Finance Committee Meetings
- Coordinate Audit with External Auditors

MISCELLANEOUS

- Providing Excellent Service to Parents, Students, and Staff Members
- Taking Notes/Minutes during Meetings/Conferences between Employees and Director
- Order Office Supplies
- Maintain/Update Phone Directory and Employee Emergency Cards, Employee Records
- General Office Work: Organizing, Filing, Special Projects