



O'ahu RC&D seeks Bookkeeper / Office Manager (part-time; not to exceed 19 hrs/week)

O'ahu RC&D is seeking a motivated individual who is passionate about supporting local agriculture to join our team as a Bookkeeper / Office Manager. Employee will be responsible for financial related tasks, provide clerical support, and assist with outreach activities related to O'ahu RC&D's diverse programs. O'ahu RC&D office is located in Kunia, Central O'ahu. Anticipated start date of October 16th.

Financial Duties and Responsibilities

- Accurately records financial transactions (including processing payments and creating invoices) for multiple project accounts.
- Prepares payments and reimbursement requests / invoices for multiple projects.
- Coordinates with the organization's accountant to prepare balance sheets, income statements, annual tax returns and reports, and other reports requested by management.
- Ensures financial controls for the organization are maintained in accordance with policies and procedures established by the Board and consistent with grant requirements.

Clerical and Outreach Duties and Responsibilities

- Manages general communications, including phone, mail, and email correspondence.
- Assists with all aspects of project administration, including preparation and signature acquisition of contracts and related documents, and accurate storage and retention of files.
- Manages office supply inventory and equipment.
- Assists with outreach events, including promotions, registration, etc.
- Assists with maintaining O'ahu RC&D website and social media sites.
- Assists staff with general clerical duties, including the printing, collation, and preparation of formal documents and outreach materials.

Related Knowledge, Skills and Abilities:

- College degree or equivalent experience in an office setting.
- Proficiency in the use of QuickBooks is required; knowledge of non-profit accounting is helpful.
- Competency with basic computer programs (email, MS Office Suite, Adobe Acrobat, etc.).
- Ability to exercise sound judgment, take initiative and responsibility for meeting deadlines, and be a skilled problem-solver.
- Possess a positive attitude and the ability to work collaboratively with colleagues and partner organizations.
- Strong organizational, writing and analytical skills.
- Ability to manage multiple projects simultaneously.

Salary Range: \$14 - \$18 / hour dependent upon experience.

Special Requirements: The employee must have a current valid driver's license and automobile insurance and furnish his or her own car.

To Apply: Send cover letter and resume to: admin@oahurcd.org. Applications will be received until 12:00pm HST on Friday September 1, 2017.