



## **Part-time Administrative Assistant with QuickBooks Online Expertise**

Huliauapa'a is a Native Hawaiian 501(c)(3) non-profit organization whose mission is to grow Hawai'i's communities through culturally-based dimensions of innovative learning, leadership development, and collaborative networking in wahi kūpuna (ancestral places) stewardship. Huliauapa'a collaborates with various community groups, educational institutions, landowners, archaeological firms, and government agencies to provide education, training, and assistance in the preservation and stewardship of cultural stories, places, and practices throughout Hawai'i.

### **POSITION OVERVIEW:**

We are looking for a detail-oriented and reliable Administrative Assistant with QuickBooks Online expertise to provide virtual administrative support to our team across multiple islands. The Administrative Assistant will undertake a variety of tasks, ensuring the efficient and smooth day-to-day operation of our organization. The ideal candidate can productively and comfortably work virtually, possesses excellent communication skills, is fluent in QuickBooks Online, Microsoft Office and Google Suites, and is proficient in utilizing various digital tools and platforms.

### **PRIMARY KULEANA:**

#### **1) Financial Reporting:**

- Prepare and generate accurate financial reports using QuickBooks Online, including profit and loss statements, balance sheets, and cash flow statements.
- Reconcile bank statements and ensure all financial transactions are accurately recorded and categorized.
- Assist in budgeting and forecasting activities by providing relevant financial data and analysis.

#### **2) Administrative Support:**

- Manage and organize company documents, records, and files both digitally and physically.
- Schedule and coordinate meetings, appointments, and travel arrangements for team members as required.
- Handle incoming calls, emails, and other communications, directing them to the appropriate personnel.
- Assist in the preparation and distribution of internal and external communications, such as emails, and reports.
- Provide virtual support during online meetings, including note-taking
- Coordinate with other virtual team members to ensure seamless collaboration and communication.
- Perform other virtual administrative tasks as assigned.

#### **3) Special Projects:**

- Assist with special projects and tasks including research, data entry, and project planning.
- Conduct research and compile information and resources on various topics related to wahi kūpuna stewardship.



# HULIAUAPA'A

## **QUALIFICATIONS:**

### **Required Certificates, Licenses, Or Education:**

- Experience: Minimum of 2 years of experience in an administrative role with a strong focus on financial reporting. Proficiency in QuickBooks Online is required.
- Demonstrable intermediate to advanced skills and knowledge of Microsoft Excel, as well as other MS Office applications.
- Strong analytical and problem-solving skills.
- Thorough knowledge of general ledger accounting and account reconciliation.

### **Required Knowledge, Skills, And Abilities:**

- Ability to multi-task in a fast-paced, highly professional environment required.
- Must possess a high level of accuracy and be detail-oriented.
- Proven experience as an assistant or relevant administrative role.
- Excellent knowledge of online communication tools such as email, chat platforms, and video conferencing software.
- Proficiency in using productivity software such as Microsoft Office, Google Workspace, Slack, and project management tools.
- Strong organizational and time-management skills, with the ability to prioritize tasks effectively.
- Exceptional written and verbal communication skills. Ability to communicate financial information clearly and effectively.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Self-motivated and able to work independently with minimal supervision.
- High-speed, reliable internet connection.

## **BENEFITS:**

- Competitive hourly wage
- Flexible work from home schedule with occasional in-person work
- If working 20+ hrs/wk, health, dental, and vision coverage included
- Employer-match retirement benefits
- Paid Time Off
- Professional development opportunities
- Friendly and supportive work environment

## **HOW TO APPLY:**

Email the following materials to [kelley@huliauapaa.org](mailto:kelley@huliauapaa.org)

- 1) Resume with 3 references
- 2) Cover Letter explaining your relevant experiences and qualifications, specifically regarding bookkeeping skills

Application Deadline: Open until filled

*Huliauapa'a is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We look forward to receiving your application and learning more about how you can contribute to our hui!*