

**Job Title:** Finance Assistant I  
**Department:** Administration  
**Location:** Hilo, HI 96720  
**Reports To:** Accounting Manager  
**FLSA Status:** Non-Exempt  
**Prepared By:** Lisa Cooper  
**Prepared Date:** 07/30/2015  
**Revision Number:** 2  
**Revision Date:** 9/27/2024  
**Reviewed By:** Lorraine Davis, Chief Operating Officer (COO)  
**Approved By:** Kathleen McGilvray, Chief Executive Officer  
**Approved Date:** 05/03/2016

Kathleen McGilvray, 05/17, 2021 16:02 HST  
  
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**Summary** The Finance Assistant I is responsible for accounts payable, posting fee for service transactions to the general ledger (GL), reconciling bank accounts, assisting with payroll, and assisting in the monthly accounting cycle in a membership organization.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Performance Appraisal  
 Date of Appraisal:

#	Essential Duty and/or Responsibility	UN	SA	EX	Comment
1.	Upholds and furthers the mission of the YWCA of Hawaii Island which is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.				
2.	Accounts Payable <ul style="list-style-type: none"> <li>• Check and enter invoices, disburse checks</li> <li>• Reconcile vendor statements</li> <li>• Balance A/P subsidiary ledger</li> </ul>				
3.	Assist with Payroll as needed.				
4.	Responsible for monthly bank statement reconciliation(s).				

#	Essential Duty and/or Responsibility	UN	SA	EX	Comment
5.	Accounts Receivable posting to the GL: <ul style="list-style-type: none"> <li>For Pre-School, Smart Tuition and other receivables.</li> </ul>				
6.	Assist in Monthly Accounting Cycle <ul style="list-style-type: none"> <li>Keypunch all transactions</li> <li>Monthly closing</li> <li>Reconcile account balances</li> <li>Prepare all monthly and quarterly Reports to funders</li> <li>Monthly billing to funders</li> <li>Assist with reconciling all Accounts Receivable, as needed.</li> </ul>				
7.	OTHER FUNCTIONS: <ul style="list-style-type: none"> <li>Assists with maintaining office cleanliness</li> <li>Performs other related duties as assigned by Accounting Manager.</li> <li>Attend trainings and meetings as assigned.</li> </ul>				

Key: UN – Unsatisfactory; needs work – consistently requires items to be reworked, re-educated, re-trained. Cannot let the employee work independently. Each UN requires a plan of corrective action to be attached to the performance appraisal.

SA – Satisfactory; does the job as expected. The employee is doing as instructed and can work independently with little rework, re-education or re-training.

EX -- Exceeds expectations. The employee consistently does more than expected. As supervisor, you consider allowing this person to take the lead on some projects you believe the employee would excel in. Each EX should have a comment about why the person got an EX.

### Supervisory Responsibilities

This job has no supervisory responsibilities.

### Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

1. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

2. Technical Skills - Assesses own strengths and weaknesses; Strives to continuously

build knowledge and skills; Shares expertise with others.

3. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
4. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
5. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
6. Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
7. Change Management – Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance.
8. Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
9. Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
10. Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
11. Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
12. Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
13. Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.

14. Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
15. Judgment – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decision; Includes appropriate people in decision-making process; Makes timely decisions.
16. Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
17. Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
18. Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
19. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
20. Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
21. Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
22. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
23. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
24. Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience**

- High School diploma or GED; elementary and intermediate accounting courses or equivalency of this through a combination of education, training, and at least two years of experience may be considered.
- Must have knowledge of Windows operating system and Microsoft Office programs.
- Working experience in Accounts Payable, Payroll, and the Accounting Cycle and collections
- Experience in a non-profit organization preferred.

## **Other Qualifications**

- Must possess a current Hawaii Drivers License.
- Must have use of a dependable automobile.
- Must have current vehicle registration and insurance.
- Must have a clean driving abstract.
- Must have a clean criminal background/record check.
- Must pass a pre-employment drug screen.
- Must be friendly, flexible, and enjoy working with people and able to communicate effectively with a diverse population.

## **Computer Skills**

To perform this job successfully, an individual should have knowledge of Database software; the Internet; ADP web-based Payroll and Smart Tuition and Intacct Accounting software; Windows operating system and Microsoft Office programs including Word and Excel.

## **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **Mathematical**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk and hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee usually works in an indoor office and occasionally multi-purpose room conditions. The noise level in the work environment is occasionally quiet or noisy and usually moderate and may or may not be air conditioned.

*The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities and qualifications of employees assigned to this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.*

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date : \_\_\_\_\_

YWCA of Hawaii Island

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*Performance Appraisal:*

*I have had an opportunity to discuss the ratings on this job description with my supervisor. The next steps course of action, if needed, are attached to this appraisal. Any additional comments I have are listed below:*

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*Employee Signature:* \_\_\_\_\_

*Employee Printed Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Supervisor Signature:* \_\_\_\_\_

*Supervisor Printed Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*CEO Signature:* \_\_\_\_\_

*CEO Printed Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_






# Job Description- Admin Finance Assistant 1 rev 1 05-03-2016

Final Audit Report

2021-08-18

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