

GRANT ACCOUNTANT

Job Title:	Grant Accountant
Reports to:	Director of Finance and Operations
Status:	Non-Exempt
Location:	O’ahu, Hawai’i

About Hawai’i Public Health Institute

Hawai’i Public Health Institute (HIPHI) is a nonprofit organization established in 1996 as the Coalition for a Tobacco-Free Hawai’i to address the high rates of tobacco use in Hawai’i. In 2012, the organization moved from a singular focus on tobacco issues to a broad public health mission. Today, HIPHI’s mission is to advance the health and wellness of the people and islands of Hawai’i by:

- Expanding understanding of what creates health of people and place, embracing upstream social, cultural, and environmental factors;
- Fostering partnerships among public health, health care, and other diverse sectors to improve health and wellness; and
- Cultivating programs including education, advocacy, research, capacity building and training—to improve policies, systems, and the environments where people live, learn, work, age, and play.

HIPHI’s advocacy and programmatic work spans multiple issue areas, including oral health, food and agriculture, nutrition and physical activity, tobacco control and prevention, transportation and public safety, and environmental health. HIPHI has become a go-to organization for public health advocacy, education, organizing, capacity building, and technical assistance.

Position Summary

Hawai’i Public Health Institute (HIPHI) is seeking a grant accountant to assist with all aspects of accounting, maintain company records, and perform duties in accordance with GAAP and HIPHI’s internal financial policies and procedures. Responsible for Accounts Payable functions, general grant billings, grant reporting, and account reconciliation.

Essential Duties and Responsibilities

General accounting

- Assist grant billing functions of Federal, State, and Local grants.
- Assist in Monthly Bank Reconciliation.

- Analyze and reconcile monthly transactions to ensure that funds are expended properly and in compliance with contract requirements and budgets.
- Work closely with Program leads and directors to ensure expenditures do not exceed budget guidelines and assist budget revisions as required by the funding source.
- Assist in Annual Audit.

Bookkeeping

- Perform accounts payable in accordance with GAAP and HIPHI's internal policies and procedures, including but not limited to processing invoices and reimbursements, entering payables into HIPHI's accounting system, processing payments and cutting checks on a weekly basis, recording EFT payables, and maintaining necessary copies/records.
- Completing monthly reconciliation of HIPHI's credit cards.
- Entering deposits to accounting software (Quickbooks).
- Filing of accounting records (deposits, checks, and others).
- Assist in routine month-end journal entries (bank interest, fees, depreciation).
- Maintain accounting schedules (e.g., Fixed Asset Depreciation).

Other Responsibilities

- Support in staff timesheet allocations and run reports from Quickbooks Times software.
- Run reports from Every Action donation tracking software.
- Reviewing W-9 from vendors and checking exclusions for new vendors on Sam.gov and maintaining annual renewal.
- Assist in data entry in Airtable grants management database.
- Coordinate with HIPHI staff and HIPHI's leadership team to meet organizational goals and objectives.
- Assist Events & Outreach Coordinator with events, travel arrangements; and the Office Manager with office administration when needed.
- Perform other duties as assigned by management.

Special Note: Internal policies allow for flexible scheduling, including remote working for some positions; however, this position will be required to work in person in the Honolulu office at least four days per week, 8:30 am to 4:30 pm.

Education, Experience, and Qualifications

Minimum Qualifications

- Bachelor's degree in Business Administration, Accounting, Finance, or related field with two (2) years of related professional experience OR high school diploma/GED with five (5) years of related professional experience.

- Two years of experience in recording financial transactions.
- Proficiency in Google Suite and Microsoft Office, specifically Excel.
- Familiarity with GAAP and nonprofit accounting principles.

Desired Skills and Abilities

- General knowledge including the use of QuickBooks, Apple products, Zoom, DocuSign, Adobe Acrobat.
- Strong commitment to health equity and justice.
- Attention to detail and problem-solving skills.
- Ability to think proactively, anticipate organizational needs, and function independently.
- Excellent time management skills; ability to multitask and prioritize work to meet time-sensitive deadlines.
- Strong interpersonal skills and experience working with individuals from diverse backgrounds.
- Willingness to learn and grow professionally. Ability to learn new subjects quickly.
- Strong organizational and planning skills.
- Excellent written and oral communication skills

Compensation and Benefits

The salary for this full time position is \$45,000 to \$55,000 annually.

Benefits at HIPHI include:

- Collaborative work culture with flexible scheduling and promotes work-life balance.
- Laptop, virtual phone line.
- 20 days of paid time off, 11 HIPHI-observed holidays, and 5 floating holidays per year.
- Medical and dental insurance (100% of premium covered for the employee; 50% coverage for spouse/family).
- Flexible spending accounts for medical, dependent care, and other eligible expenses.
- Cell phone and internet stipend.
- Opportunities to attend conferences and other professional development opportunities.
- 401K retirement plan with an employer contribution (contribution starting after one year of employment).
- A qualifying employer for the Public Service Loan Forgiveness (PSLF) Program, which forgives the balance of federal student loans for individuals working in public service.

HIPHI outsources HR functions to Altres Staffing, which has a number of additional benefits that would begin upon hire.

To Apply

Please submit a cover letter, resume, and three professional references to Uyanga Batzogs at uyanga@hiphi.org. Please reference the subject line "Grant Accountant Application."

Deadline for Applications: Position is open until filled

For any questions, please contact Uyanga Batzogs at uyanga@hiphi.org or (808) 591-6508 ext. 04.

Hawai'i Public Health Institute is an Equal Opportunity Employer