



## PACIFIC ISLAND HEALTH OFFICERS ASSOCIATION

EXECUTIVE SECRETARIAT

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### Job Announcement

**JOB TITLE:** Bookkeeper  
**JOB STATUS:** Full-Time, Exempt  
**DUTY STATION:** Honolulu, Hawaii  
**APPLICATION DEADLINE:** January 10, 2022

**ORGANIZATIONAL BACKGROUND:** Established in 1986 by the chief health officials of the US-Affiliated Pacific Islands (USAPIs) of American Samoa, Commonwealth of the Northern Mariana Islands (CNMI), Federated States of Micronesia (FSM), Guam, Republic of the Marshall Islands (RMI), and the Republic of Palau, the Pacific Island Health Officers Association (PIHOA) is a 501(c)3 headquartered in Honolulu, Hawaii, with a field office in Hagåtña, Guam. PIHOA's mission is to provide, through collective action and decision-making, a credible regional voice for health advocacy in and for the Pacific.

Today, PIHOA's membership is comprised of the ministers/directors/secretaries of health (executive governing board) of the six USAPIs, their deputies and Chief Executive Officers of local public hospitals (associates), and Pacific regional professional associations (affiliates). PIHOA's Secretariat, comprised of executive, administrative and technical staff and a number of short and long-term consultants, have been tasked to provide technical assistance to the USAPI health ministries and departments in the following health systems strengthening areas: 1) health workforce development/human resources for health; 2) epidemiology and surveillance; 3) performance improvement; 4) laboratory services; 5) regional health policy and advocacy; 6) health security; and 7) leadership development.

**SUMMARY OF DUTIES:** The Bookkeeper position is based at the PIHOA Headquarters located in Honolulu, Hawaii. Employment is dependent upon qualifications and experience, program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

The Bookkeeper is responsible for daily data entry and file management of the accounting records for the organization and is responsible for compliance with federal, state and local government rules and regulations over grants administrative requirements and the appropriate application of various cost principles.

#### SCOPE OF POSITION

- 1. Reports to:** Accountant
- 2. Supervises:** None
- 3. Fiscal Responsibilities:** None
- 4. Signature Authorities:** None
- 5. Level of Interaction:** Under the direct supervision of PIHOA's Accountant and oversight by PIHOA's Chief Finance Officer (CFO), must be able work in collaboration with all PIHOA administrative and finance team members in support of all fiscal and program support activities.

## MAJOR DUTIES & RESPONSIBILITIES

### 1. Accounting and Financial Operations Coordination:

- a. Enters and records numerical and financial data to produce financial records
- b. Ensures financial data is entered correctly and accurately
- c. Enters journal entries to debit and credit the company's account
- d. Identifies and reports differences or issues found in financial records

### 2. Audit:

- a. Assists the Finance team as directed in the preparation of annual fiscal audits
- b. Assists the Finance team as directed with procurement activities and associated processes

### 3. Other Duties:

- a. Performs other duties as assigned

## PRIMARY QUALIFICATIONS

- **Education:** A minimum of an Associate's Degree in Accounting, Administration or related coursework
- **Experience:** At least three years of bookkeeping experience required, preferably in the financial industry.
- **Knowledge:** Knowledge of generally accepted accounting principles (GAAP) and financial data analysis; ability to use accounting software to record, store, and analyze financial data; must have the initiative to complete multiple tasks and work within multiple deadlines; and, must have knowledge of GAAP principles, and acceptable office practices and procedures.
- **Skills and Abilities:** Must possess exceptional organizational, communication, and time-management skills; ability to efficiently operate a 10-key calculator or equivalent and other related office equipment; must be proficient in Microsoft Office software applications (i.e., Excel, PowerPoint, Word, Outlook) and general office software; and, knowledge of administrative and clerical procedures.
- **Other Requirements:** Must have advanced English written and oral communication skills; must be self-motivated and able to work with minimal supervision; reliable; and, detailed-oriented.
- **Travel:** Must be willing and able to travel in the US mainland, Asia-Pacific region, and internationally, when required.
- **Citizenship and Other Requirements:** Must be a US citizen, possess a valid US Passport, or have a valid US Green Card, US Permanent Residency Card, Resident Alien, or other relevant US visa that allows for residency and employment in the US and its territories. Please be advised that PIHOA does not pay for passport and visa expenses. These will need to be valid and in good standing prior to PIHOA employment. PIHOA reserves the right to conduct security and background checks on successful applicants. Must possess a valid driver's license.

## PREFERRED QUALIFICATIONS

- Non-profit experience preferred.
- Working knowledge and experience with Abila MIP Fund Accounting software.
- Knowledge of basic information technology principles (computer networking, email list serves, printing protocols).
- Experience and familiarity working with the US-Affiliated Pacific Islands and/or its people.

**PHYSICAL/MENTAL DEMANDS:** Requires prolonged sitting and some standing, walking, kneeling, and bending, requires eye-hand coordination and manual dexterity sufficient to operate a computer keyboard and office equipment. Requires normal range of hearing and vision to perform job duties. Requires occasional lifting up to 45 pounds. Must be able to drive a vehicle.

**COMPENSATION:** Commensurate with qualifications and experience, the salary will commence at USD 35,000 per annum. Comprehensive Benefits package included. Relocation travel airfare, per diem, and associated transit travel lodging from home base to duty station may be covered by PIHOA if the successful candidate is not currently residing in Honolulu, Hawaii. PIHOA does not cover relocation of personal household goods beyond accompanied excess luggage. PIHOA will provide the following benefits: a) Paid Vacation (21 days), Sick days (21 days), and Holidays (13 days); b) 100% paid premium for medical insurance for an individual plan, and a 40 (PIHOA)/60 (Employee) split for spouse and dependent(s); c) Life Insurance; d) 401K Retirement Plan after a 12-month probationary period with PIHOA with an employer contribution of 10% of gross salary; e) Flex Spending account for additional medical expenses; f) Worksite Wellness – reimbursement for expenses up to \$85 per month for eligible wellness and fitness expenses; and g) Hawaii state and federal tax benefits (unemployment, disability, social security, Medicare/Medicaid, etc.).

**TERM OF POSITION:** To start immediately after January 10, 2022. Employment at PIHOA is based on Hawaii state law, which is considered “at-will.” Continued employment in this position is determined by position need, availability of grant funding and job performance.