

ACCOUNTS PAYABLE PURCHASING CLERK

Ho`ōla Lāhui Hawai`i is a FQHC, non-profit community health organization serving families throughout the county of Kaua'i. We are seeking a full-time Accounts Payable Purchasing Clerk for our Community Health Center.

Under the supervision of the Controller, this position is responsible for the maintenance and processing of all Account Payable records, which serve as the basis of much of the organization's financial reporting. This position is also responsible for direct purchasing of office, program and general supplies as requested, inventory control and distribution of office supplies to various departments, along with other accounting duties as assigned.

Job Duties:

Accounts Payable:

- Code, prepare for mailing and mail invoices to PABS for posting to Intacct A/P system.
- Maintain accuracy of vendor files on Intacct A/P system.
- Answer vendor inquiries regarding invoices and payments.
- Maintain files with copies of purchase orders and receiving reports (packing slips) for matching to invoices.
- Assist in preparation of annual budget and other miscellaneous projects.

Purchasing:

- Reviews all purchase requisitions and refers to Controller for approval.
- Purchases approved office, program and general supplies as needed.
- Maintains inventory of all office supplies and distributes to various departments as requested.
- Prepares and reviews monthly journals charging inventory usage to said departments prior to submission to the Controller.

General:

- Make daily deposits for organization.
- Checks mail and distributes daily for organization.

Skills/Knowledge, Education, Training and Experience

Required:

- High school or business school graduate. Familiarity with health care expenditures and tracking.
- Ability to take initiative and follow through on assignments. Ability to work in busy environment. Attention to detail.
- Ability to understand, effectively communicate, and work with other departments within the organization.

Preferred: At least 2 years experience in bookkeeping transactions and general accounting. Experience with non-profit fund accounting and tracking.

Ho`ōla Lāhui Hawai`i is an Equal Opportunity Employer. Employees of Ho`ōla Lāhui Hawai`i and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, age, religion, veteran's status, citizenship, national origin, ancestry, disability, sex, sexual orientation, arrest or court record, marital status, genetic information, gender identity or expressions, domestic or sexual violence victim status, or any other classification protected under state or federal law.

Excellent salary and benefits. Submit resume and cover letter to Human Resources Director via email: jashby@hoolalahui.org.