



## **Position Available: Financial Administrator**

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### **Job Summary:**

We are seeking a dedicated Financial Administrator to join our team. This role involves managing daily financial operations, overseeing budgeting and forecasting, processing payroll, and ensuring compliance with financial regulations. The ideal candidate will bring expertise in financial management, exceptional attention to detail, and strong organizational skills.

### **Key Responsibilities:**

- Oversee day-to-day accounting operations (accounts payable/receivable, general ledger, bank reconciliations, etc.), working closely with the company's accounting team.
- Administer payroll, employee benefits, and maintain employee records.
- Help prepare accurate monthly, quarterly, and annual financial reports.
- Assist in company budget preparation and monitor expenditures against budget.
- Support the company's annual audit preparation, execution, and follow-up with external auditors and tax advisors.
- Ensure compliance with relevant laws and regulations and internal policies.
- Manage federal and state tax filings.
- Implement financial policies and procedures and improve existing processes.
- Facilitate financial transactions and ensure these are authorized and documented.
- Collaborate with management to optimize financial operations and reporting.

### **Requirements:**

- Bachelor's degree in Finance, Accounting, or relevant field.
- Proven experience as a Financial Administrator, Financial Officer or similar role.
- Knowledge of payroll systems and procedures.
- Solid understanding of financial and accounting principles.
- Proficient in MS Office, Google Sheets and finance software.
- Strong analytical and problem-solving skills.
- Excellent organizational and communication skills.
- Attention to detail and ability to manage multiple tasks simultaneously.
- Located in Hawai'i

### **Preferred Qualifications:**

- CPA or other relevant certification.



- Experience in using ADP Payroll or equivalent
- Experience in nonprofit organizational management work; knowledge and experience in water or wastewater-related work desired.

**Mental, Physical, and Communication Demands:**

- Requires verbal communication skills and ability to give and follow oral and written instructions.
- Requires performing tasks willingness to work as part of a team, maintaining reliable work attendance, assists staff members as needed or required.
- Requires prolong sitting at a desk, occasional standing and walking to oversee daily operations and interact with staff.
- Must be self-directed, organized, and able to work independently.
- Must have excellent problem solving skills.
- Works well under the pressure of meeting multiple deadlines.
- Must have a strong ability to write clearly and accurately.

**Communication Demands:**

- Must be comfortable speaking in groups.
- Must have a strong ability to communicate clearly and concisely both orally and in writing with the organization’s leadership team and others.
- Must have the ability to speak clearly, write reports, and correspondence.
- Must have a direct yet sensitive communication style.

**FLSA Status: Non-exempt**

**Compensation and Benefits:**

This position offers an 18-hour work week and a competitive hourly rate of \$35-\$45, with the possibility of moving to full-time. Benefits are not provided for the part-time position. The appointment is initially for one year, with the potential for extension based on funding availability.

**Application Process:**

To apply for the position of **Financial Administrator**, please submit your resume and cover letter outlining your interests and qualifications to [Stuart@waicleanwater.org](mailto:Stuart@waicleanwater.org), [Chris@waicleanwater.org](mailto:Chris@waicleanwater.org) and [Gabby@waicleanwater.org](mailto:Gabby@waicleanwater.org).

We appreciate your interest in joining our team at WAI and working towards protecting water quality and solving wastewater issues in Hawai‘i.