



Position Description

The Hawai'i Workers Center (HWC) is a nonprofit and 501(c)(3) organization whose mission is to be a resource for information, education, training, organizing, and leadership development primarily for unorganized and low-wage workers. We envision a Hawai'i in which all workers are empowered to exercise their right to organize for their social, economic and political well-being.

We are seeking a bookkeeper who is self-motivated & attentive to details who can support our organization in the monthly and annual close process. Tasks include recording daily financial transactions, updating a general ledger and preparing trial balances, maintaining and filing requisite documents for taxation compliance, monitoring cash flow, producing financial reports for our Board of Directors and Management Team to assist in taking strategic decisions, and assisting running payroll and generating invoices.

Key Responsibilities & Functions

Some responsibilities include, but are not limited to, the following:

- Establish different accounts
- Maintain records of financial transactions by posting and verifying
- Define bookkeeping policies and procedures
- Develop systems to account for financial transactions by establishing a chart of accounts
- Maintain subsidiary accounts by posting, verifying and allocating transactions
- Reconcile entries to balance subsidiary accounts
- Maintain a balanced general ledger
- Prepare a trial balance for the accountants
- Prepare financial reports by collecting, analyzing and summarizing accounting for information
- Ensure tax compliance with federal, state and local legal requirements
- Monitor for variances from the projected budget
- Advising management on compliance needs
- Record payroll into accounts
- Generate invoices
- Establish accounts
- Develop standards

Pay Rate: \$25/hour

Category: Part-time independent contractor, not an employee as outlined by the Fair Labor Standards Act

Working Conditions: May require working evenings and weekends.

Preferred Qualifications

- Bachelor's degree in accounting, finance or related discipline
- Familiarity with Google Suite, Microsoft Excel, Quickbooks, and Monkeypod
- Previous bookkeeping experience, especially nonprofits
- Experience working in a fast-paced environment
- Understanding of industry benchmarks in accounting best practices
- Knowledge of IFRS, U.S. GAAP or other industry-standard accounting frameworks

Starting Day: Immediate

Application Deadline: Hiring immediately

How to Apply: Send your resume with cover letter to contact@hawaiiworkerscenter.org

Disclaimer: The statements in this description represent typical elements, criteria, and general work performed. They are not intended as an exhaustive list of all responsibilities, duties, and skills required for the job.

Application Process

Interested candidates should submit their resume, cover letter, and references to contact@hawaiiworkerscenter.org. Review of applications will begin immediately and continue until the position is filled.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.