

Accountant

ABOUT OahuMPO

The Oahu Metropolitan Planning Organization (OahuMPO) is a quasi-governmental agency that serves as the forum for cooperative transportation decision-making between the State, the City and County of Honolulu, and the Honolulu Authority for Rapid Transportation. OahuMPO assures compliance with a continuing, cooperative, and comprehensive (3-C) transportation planning process, and is responsible for developing various Federally-required planning studies and programs and other planning and project development activities to assist in addressing transportation issues on the island of Oahu. The OahuMPO establishes transportation goals, policies, and strategies, and determines what assets or facilities will receive Federal capital or operating assistance.

MAJOR DUTIES AND RESPONSIBILITIES

Performs procurement and accounting activities; prepares, implements, and maintains internal fiscal policies and procedures; handles office procurement and travel paperwork, including preparation of appropriate justifications, preparation of all required fiscal documents, and preparation of all payment and reimbursement documents; coordinates activities with State, City, and Federal fiscal offices; maintains, documents, and processes all fiscal matters pertaining to the annual work program; prepares quarterly financial reports showing estimated balances of previous years' work elements and assists with the development of other funding tables; prepares monthly financial snapshot for Executive Director; participates in annual budget development and makes budget recommendations; tracks and inputs OahuMPO staff hours from their respective timesheets to specific work elements, and inputs salary, vacation, sick leave, holidays, and fringe benefits for each pay period; develops and processes Federal grant applications; pays agency bills as authorized by Executive Director (e.g., lease, telephone, internet, etc.) prepares all Federal reimbursement requests for the OahuMPO and its participating agencies; monitors and manages multiple Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) grants; develops and prepares annual progress and expenditure reports and financial status reports for submission to FHWA and FTA; prepares all grant closeout reports for submission to FHWA and FTA; provides fiscal oversight on OahuMPO contracts, including the review of consultant contracts and amendments and providing guidance for fiscal modifications to contracts; and reviews appropriate State and Federal fiscal regulations; maintains and accounts for all equipment purchases and is primary inventory control officer; serves as Disadvantaged Business Enterprises (DBE) Liaison Officer for OahuMPO's Federal planning fund programs; prepares separate semi-annual reports of DBE Awards & Payment Requirements for submission to FTA and FHWA; maintains and updates DBE program; reviews contract documents for conformance with DBE goals and requirements; coordinates DBE activities with the State DBE Liaison Officer; manages the OahuMPO annual compliance & financial audit activities; oversees audit-related activities; prepares tables and schedules for annual audit of the OahuMPO; provides fiscal

input to the audit consultants and to the development of the audit document; coordinates audit effort with OahuMPO's participating agencies; works with the HDOT accountants on the preparation of audit confirmation letters, review, and acceptance of the draft audit; and assists the Executive Director with the preparation of the management's discussion and analysis section of the audit; performs other duties as required.

MINIMUM QUALIFICATION REQUIREMENTS

- Bachelor's degree from an accredited four (4)-year college or university with at least twelve (12) semester credit hours in accounting and/or auditing subjects.
- Three (3) years responsible experience in fiscal operations; maintaining general ledger accounts, and related books and accounts; preparing balance sheets, and related accounting and financial reports.
- Excellent computer skills including Microsoft Word and Excel, and 10-key calculator.
- Detail oriented and self-motivated; able to perform accurate, timely work with little supervision.

THE IDEAL CANDIDATE WILL ALSO HAVE

- Certification as a public accountant; experience with government and/or non-profit accounting practices and procedures.
- Familiarity with State of Hawaii procurement procedures or procurement procedures from other jurisdictions or agencies.
- Experience handling Federal grants.
- Experience with accounting software packages such as Peachtree, QuickBooks, or other accounting software.
- Experience developing and maintaining accounting/fiscal policies and procedures.

SALARY AND BENEFITS

- Salary range is \$45,000 - \$70,000 depending upon skills and experience.
- Retirement and healthcare benefits provided by the State of Hawaii.
- Generous leave policies and flexible scheduling.
- Aloha attire and casual dress every day.

STATUS

This is a non-civil service position; full-time, 40 hours per week, salaried.

POSITION LOCATION

OahuMPO, 707 Richards Street, Suite 200, Honolulu, Hawaii

POSITION CLOSES

Open until filled

TO APPLY

To be considered, applicants must submit a cover letter and resume to:

OahuMPO
707 Richards Street, Suite 200
Honolulu, Hawaii 96813

Or by email, to:

oahumpo@oahumpo.org

Resumes will be screened by a selection committee to choose who to interview. Desirable candidates will be asked to complete an application for the State of Hawaii, which will require proof of citizenship, background check, official documentation of education, etc.