



# Paepae o He'eia

He'eia Fishpond, He'eia O'ahu

**P.O. Box 6355, Kāne'ohe, HI 96744 • ph: (808) 236-6178 • admin@paepaeoheeia.org**

**Job Title:** Fiscal/Human Resources Manager  
**Reports To:** Executive Director  
**Status:** Full-time, non-exempt  
**Work Days:** Monday-Friday, 8am-5pm  
**Work Hours:** 40 hours/week  
**Pay Scale:** \$19-\$22/hr based on qualifications  
**Benefits:** Medical, dental, 401(k), paid time off, and holiday pay.

**Job Summary:** A professional position under the supervision of the Executive Director, the Fiscal/Human Resources Manager contributes to the overall success of the organization by effectively managing all financial and human resource tasks for the organization.

### Duties and Responsibilities:

- Financial duties and responsibilities include utilizing QuickBooks to maintain all financial records and processes, managing and processing accounts receivable and accounts payable, preparing and submitting general excise taxes quarterly and annually, preparing and delivering 1099s yearly and associated federal and state paperwork, maintain and reconcile petty cash for organizational use, reconciling bank statements and credit card statements monthly, manage and deposit accounts receivables and solicit payment from overdue accounts, deposit accounts receivables weekly and solicit payment from overdue accounts, working with the organization's accountant to prepare for annual financial audits and 990 return, managing and preparing financial statements, organizational and grant budgets and Board of Director reports and maintaining financial files.
- Assist with all fundraising activities including the annual fundraiser and other events, annual fundraising letter, merchandise and product sales, and managing donations.
- Human Resource duties and responsibilities include processing new staff hires, managing accounts with all insurance carriers, assisting with insurance policies and claims, administering all employee benefits (medical, dental, 401(k), paid time off, holiday pay), ensuring compliance with all federal and state laws, scheduling necessary staff training and certifications, and maintaining all human resources files.
- Attend monthly staff meetings with necessary reports/data.
- Participate in staff development and retreats.

### Education and Experience:

Preferred Qualifications	Substitution Qualifications
University degree in Accounting, Commerce or Business Management/Administration plus 2 years of related work experience	4 years of related work experience.

### Closing Date: 10/15/18

Send a cover letter and your resume and/or inquiries to Hi'ilei Kawelo at admin@paepaeoheeia.org

*Paepae o He'eia is a 501(c)(3) non-profit organization whose mission is to implement the values and concepts from the model of a traditional fishpond to provide physical, intellectual, and spiritual sustenance for our community. Paepae o He'eia was founded to preserve and care for the 88 acre, traditional Hawaiian fishpond, He'eia Fishpond and through education strives to perpetuate fishpond practices and sustainable living.*

**PAEPAE O HE'EIA IS AN EQUAL OPPORTUNITY EMPLOYER**