Job Title:  NWHI Fiscal Administrator  
Job ID:  26725  
Project Name:  National Ocean Service  
Full/Part Time:  Full-Time  
Regular/Temporary:  Regular  
Closing Date:  01/31/2007  

Job Summary  

Regular, Full-Time, RCUH Non-Civil Service position with the National Ocean Service (NOS), Northwestern Hawaiian Islands Marine National Monument (NWHIMNM), located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.  

Minimum Monthly Salary:  
Commensurate with qualifications.  

Duties:  
- Performs office management, administrative, and fiscal support services to the Northwestern Hawaiian Islands Marine National Monument in carrying out its management, education, programmatic, and administrative functions, to ensure the comprehensive, strong, and lasting protection of the coral reef ecosystem and related marine resources of the Northwestern Hawaiian Islands. These services range from reviewing and finalizing documents related to the management of the Monument, to maintaining internal accounting and fiscal records related to the operations of the Monument offices.  
- Collect budget data, review various budget reports, reconcile budget with federal systems, and create recurring financial reports to be incorporated into the federal system.  

Minimum Qualifications:  

Education:  
- Bachelors Degree from an accredited four (4) year college or university in Accounting or Business Administration, or related field (Associates Degree from an accredited community college in Business or two to four (2-4) years of college level course work with five to seven (5-7) years of work experience directly related to most/all of the duties/responsibilities of the job may substitute for a Bachelors Degree).  

Experience:  
- Three to five (3-5) years of demonstrated experience in accounting or fiscal management.  

Abil/Know/Skills:
Knowledge of advanced accounting and office administrative functions.
Proficiency in Microsoft Word, Microsoft Excel, and accounting software, such as Peachtree or QuickBooks.
Must have good written and oral communication skills.
Demonstrated ability in advanced accounting and office administrative functions.

Desirable Qualifications:
- Experience in working with NOAA's Financial System and Acquisition Divisions (CSTARS), Commerce Purchase Card System, NOS Coastal Ocean Automated System for Tracking, and the Research Corporation of the University of Hawaii (RCUH) System.
- Familiarity with the Hawaiian Islands, its communities, and issues.
  Proficiency in other database or presentation software.
- Experience using both PC and MacIntosh computers.

Inquiries:
Moani Pai 397-2660 (Oahu).

Application Requirements:
The preferred method of applying for a job is through our on-line application process. Please go to www.rcuh.com, click on Employment and navigate to Job Announcements/Apply for a Job. However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022 or mail to Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. EEO/AA Employer.