

Job Description

Job Title: Natural Resources Management Fiscal Associate
Job ID: 10793
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), performing project tasks on land controlled by the United States (US) Army Garrison, Directorate of Public Works, Environmental Office, Natural Resources Section located at Schofield Barracks on the Island of Oahu. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: \$2,105.00/Mo.

DUTIES: Serves as primary support/resource point person on fiscal actions. Reviews, advises, and/or prepares and processes travel requests and completions, including foreign travel, purchase orders, reimbursements, petty cash, service contracts, etc. Monitors bidding process, non-routine purchase orders, receiving procedures, sole source, etc. Provides administrative/fiscal support for projects to include preparing documents for processing, filing, photocopying, spreadsheets, databases and assisting with organization of office; and other related duties.

PRIMARY QUALIFICATIONS: EDUCATION: Associate's Degree from an accredited community college in Business, Accounting or related field. Equivalency of High School Diploma and four (4) years of related work experience in fiscal, accounting, personnel or procurement actions.
EXPERIENCE: Three to five (3-5) years of administrative office/clerical experience. One to three (1-3) years experience with fiscal, accounting, personnel or procurement actions, in which problem resolution was a key part of the job. **ABIL/KNOW/SKILLS:** Knowledge of preparing fiscal documents, processing travel and procurement actions. Knowledge of common office practices including operation of standard office machines including personal computer and word processing/spreadsheets. Able to follow operational procedures and general instructions. Must be computer literate and fully conversant with word-processing, spreadsheet and database programs. Good oral and written communication skills. Must have a valid driver's license. Post Offer/Employment Condition: Must provide a copy of driver's abstract and have no citations that will prevent incumbent from driving on Department of Defense (DoD) installations. Must be able to pass a post-offer DoD security check for employment as an Army contractor. **PHYSICAL/MEDICAL REQUIREMENTS:** Must be able to lift and carry fifty (50) pounds.

SECONDARY QUALIFICATIONS: Familiarity with UH, RCUH, and UH Foundation policies and procedures.

INQUIRIES: Daniel Sailer 656-8341 (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, mail, or hand-deliver 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. Online applications and faxed documents must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time). Mailed documents must be postmarked by the closing date. Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii Standard Time/RCUH receipt time. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before 01/11/2011

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