

## Job Description

**Job Title:** HAS Chief Operating Officer  
**Job ID:** 11004  
**Project Name:** Hawaiian Acad Of Science  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

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Regular, Full-Time, RCUH Non-Civil Service position with the Hawaii Academy of Science (HAS), located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

**MINIMUM MONTHLY SALARY:** Salary commensurate with qualifications.

**DUTIES:** Responsible for managing the financial activities of the HAS and its educational programs. In collaboration with the HAS Executive Council, develops and implements a strategic plan, including project and grant budgeting and financial projections for all sponsored activities. Participates in planning and executing a fund-raising campaign. Oversees grants management. Monitors all policies and procedures to ensure compliance with the laws, regulations, and accepted practices related to grants management and accounting. This includes meeting reporting requirements, the timely drawdown of funds, and all related fiscal matters. Establishes systems to monitor processing of financial documents and evaluates and reviews financial systems. Responsible for initiating and tracking personnel actions with RCUH. Serve as the interface between the HAS and RCUH on both personnel and fiscal matters. Works harmoniously with HAS Board members, RCUH staff and a diverse range of other stakeholders.

**PRIMARY QUALIFICATIONS: EDUCATION:** Master's Degree from an accredited college or university in Business Administration, Public Administration or related discipline (e.g., Economics, Political Science). Bachelor's Degree from an accredited college or university plus four (4) years of experience in financial management may substitute for Master's Degree. **EXPERIENCE:** At least four to six (4-6) years of experience in one of the following: professional level administrative experience or administrative support experience in positions of increasing responsibility. Three to five (3-5) years of grant management experience. **ABIL/KNOW/SKILLS:** Knowledge of and experience with generally accepted accounting principles and their application to public administration and federal grants administration. Internal and external audit/operational knowledge and understanding in financial processes. Ability to analyze, interpret and apply financial and general administrative rules and regulations in a variety of work situations. Strong analytical skills to decipher and implement budgetary data and financial reports, and to assess office systems. Effective written and verbal communication skills for interactions with government agencies, HAS staff, vendors and the general public. Extensive knowledge of and demonstrated ability in basic computer applications (web-based programs, spreadsheet, word processing, database, email and specialized systems; Microsoft Office Suite preferred) with superior understanding of data analysis techniques. Must possess a valid driver's license and/or other means of transportation to conduct HAS business. Post Offer/Employment Condition: Must be able to pass post-offer criminal background check.

**SECONDARY QUALIFICATIONS:** Thorough knowledge of RCUH and UH policies and procedures governing grants, fiscal management, administrative procedures and personnel management. Working knowledge of Federal regulations governing HAS activities and of RCUH policies and procedures. Knowledge of federal grants administrative regulations and business conditions in Hawaii. Business management principles and procedures related to owning and operating a successful small business. Demonstrated knowledge of small business consulting.

**INQUIRIES:** Dr. Irvin King 956-4405 (Oahu).

**APPLICATION REQUIREMENTS:** The preferred method of applying for a job is through our on-line application process. Please go to [www.rcuh.com](http://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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