Job Title: Fiscal/Human Resources Manager
Reports To: Executive Director
Status: Part-time, non-exempt
Work Days: Flexible scheduling
Work Hours: 20 hrs./week
Pay Scale: $17/hr.

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, monitoring and refilling petty cash for organizational use, reimbursing employees for organizational purchases, reconciling bank statements monthly, depositing accounts receivable weekly, working with the organization’s accountant to prepare the annual 990 return, managing and preparing financial statements, budgets and Board of Director reports and maintaining financial files.
- Human Resource duties and responsibilities include processing new staff hires, maintaining records in QuickBooks of past and present employees, managing accounts with HMAA, HDS, HEC and HEMIC, running payroll, managing vacation, sick and holiday leave for employees and maintaining human resource files.
- Attend monthly staff meetings with necessary reports/data.
- Participate in staff development and retreats.

Education and Experience:

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<th>Preferred Qualifications</th>
<th>Substitution Qualifications</th>
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<td>University degree in Accounting, Commerce or Business Management/Administration</td>
<td>AA plus 2 years of related work experience or 4 years of related work experience.</td>
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Closing Date: 4/13/12
Send 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