Job Description

Job Title: PMNM Administrative/Fiscal Assistant
Job ID: 12205
Project Name: National Ocean Service
Full/Part Time: Full-Time
Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: $2,024/Mon.

DUTIES: Performs office management, administrative and fiscal support services to the Papahanaumokuakea Marine National Monument in carrying out its management, education, programmatic, and administrative functions, to ensure the comprehensive, strong and lasting protection of the natural and cultural heritage of the Northwestern Hawaiian Islands. These services range from reviewing and finalizing documents related to the management of the Monument to maintain internal accounting and fiscal records related to the operations of the Honolulu Monument office. Receives, reviews, and prepares correspondence. Receives visitors and phone calls. Assists with the procurement of equipment and supplies.

PRIMARY QUALIFICATIONS: EDUCATION: Associate's Degree from an accredited community college in the field of Business Administration, Secretarial Science, or related field. Six to seven (6-7) years of experience in office administration may substitute for degree. EXPERIENCE: Three to five (3-5) years of demonstrated experience working in office administration or customer service-related work. Experience working with customers and/or general publics in responding to requests for information or other assistance. ABIL/KNOW/SKILLS: Knowledge of basic accounting and office administrative functions. Proficiency in Microsoft Word, Microsoft Excel, and Filemaker Pro, or other contact manager software. Must have good written and oral communication skills. Demonstrated ability to manage office filing systems, data entry, and inventory control.

SECONDARY QUALIFICATIONS: Experience in working with RCUH Accounting and Human Resources systems, or NOAA's CAMS CPSC, Travel Manager, and Time and Attendance Programs, or equivalent experience with comparable programs or systems. Familiarity with the Hawaiian Islands, its communities, and issues. Familiarity with RCUH's fiscal, accounting, and human resources policies and procedures. Proficiency in other database, graphics or presentation software. Experience using both PC and MacIntosh computers.

INQUIRIES: Moani Pai 933-8191 (Hawai'i).

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.
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 05/09/2012