**Job Description**

**Job Title:** OISC Fiscal & Program Associate  
**Job ID:** 12658  
**Project Name:** Pacific Coop Studies Unit  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), the Oahu Invasive Species Committee (OISC), located on Oahu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

**MINIMUM MONTHLY SALARY:** $2,189/Mon.

**DUTIES:** Provides essential fiscal, operational, and administrative support for OISC’s invasive species control program and for OISC cooperators. Responsible for the oversight, tracking, and projection of the project’s budget, including multiple individual accounts with different accounting periods. Tracks fiscal expenditures, and projects future budget needs. Works closely with OISC Manager to decide budget priorities. Work must be done in accordance with applicable State and Federal regulations and laws, especially regarding invasive species, safety and health, and pesticides. Oversees all fiscal, personnel, and administrative documents to ensure project efficiency. Responsible for administrative tasks integral to the function of OISC operations. Researches grant opportunities; prepares and writes proposals; and prepares and edits manuscripts, reports, and publications.

**PRIMARY QUALIFICATIONS:**  
**EDUCATION:** Bachelor’s Degree from an accredited four (4) year college or university.  
**EXPERIENCE:** One to three (1-3) years of experience with budget formulation, maintenance, and projection.  
**ABIL/KNOW/SKILLS:** Familiar with Microsoft Excel. Knowledge of and experience with public accounting and purchasing practices. Proficient in word processing and spreadsheet computer applications and internet use. Ability to communicate effectively in writing and verbally. Must be accurate, dependable, and detail-oriented. Excellent organizational skills. Must be able to maintain confidentiality regarding personnel and budgetary matters. Must possess a valid driver’s license.  
**PHYSICAL/MEDICAL REQUIREMENTS:** Able to lift and carry twenty (20) pounds.

**SECONDARY QUALIFICATIONS:** Expertise with Microsoft Office word processing, spreadsheet, and database programs. Knowledge of biological principles and appreciation for biological resources, especially pertaining to Hawaiian ecosystems and alien/invasive species issues. Knowledge and experience with OISC policies and procedures; experience or familiarity with PCSU and/or RCUH policies and procedures. Familiarity with pesticide regulations, use and documentation. Experience working in an office to support biological field activities.

**INQUIRIES:** Julia Parish 266-7994 (Oahu).

**APPLICATION REQUIREMENTS:** Please go to www.rcuh.com, click on “Employment”; select “Apply” and navigate to “See Job Announcements and/or Apply for a Job.” You must submit the following documents online to be considered for the position: 1) Cover Letter, 2) Resume, 3) Salary History, 4) Supervisory References, 5) Copy of Degree(s)/Transcript(s)/Certificate(s). All online applications must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time) as stated on the job posting. If you do not have access to our system and the closing date is imminent, you may send additional documents to rcuhhr@rcuh.com. If you have questions on the application
process and/or need assistance, please call (808)956-8344.

EEO/AA Employer.

**Please apply before** 01/18/2013

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