



ALU LIKE, Inc.

JOB VACANCY ANNOUNCEMENT 22-001 (INTERNAL/EXTERNAL)

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV (FISCAL DATA ASST)
REPORTS TO: KA IPU KA EO DIRECTOR
DEPARTMENT/PROGRAM: KA IPU KAEO/NATIVE HAWAIIAN CAREER AND TECHNICAL EDUCATION PROGRAM (NHCTEP)

Job Summary

The responsibilities of the Administrative Assistant IV are general clerical duties, of which 50% are fiscal and/or MIS related, at the level of a Department Administrative Services Unit. The Administrative Assistant IV prepares, modifies, and monitors program/projects and budgets and maintains the fiscal, reporting and participant data for NHCTEP files.

Duties and Responsibilities

Fiscal Assistant 80%

1. Prepares, modifies and monitors budgets of the NHCTEP and projects.
2. Conducts reviews of fiscal reports and requests submitted by each sub-recipient contractor; ensures arithmetic accuracy, and compliance with contract provisions and fiscal regulations.
3. In collaboration with NHCTEP staff, conducts reviews of program expenditures and projections for the program and projects, recommends reallocation priorities, and provides projections of carryover and no-cost extension funds.
4. Compiles data from multiple project proposals for program reports, summaries, and the annual grant proposal.
5. Provides instruction/guidance to sub-recipient contractors regarding fiscal policies/procedures and federal regulations.
6. Generates purchase orders; assembling payment packages; maintaining purchase order log, and reconciling with financial status report; and researches discrepancies.
7. Maintains inventory of equipment according to internal and funding agency requirements.
8. Serves as liaison contact with the ALU LIKE, Inc. Fiscal Office.

Data Assistant 20%

1. In collaboration with NHCTEP staff, establishes, organizes and maintains NHCTEP projects data files, including compiling and refinement, creating respective forms.
 2. Performs daily program data entry with accuracy, edits data, and performs daily backup of computer data files.
 3. Summarizes and prepares data reports with tables, charts, and graphs.
 4. Monitors, logs and maintains records (recordkeeping) essential to documenting projects performance.
 5. Performs general and major office tasks, including mail, messages, copying, preparing documents for distribution, travel arrangements, ordering office supplies, and typing.
-

Interaction

The Administrative Assistant IV has daily and extensive contact with internal and external individuals, groups, and/or organizations.

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV (FISCAL DATA ASST)

Required Job Requirements

Education and Experience

1. Associate Degree in Office Administration, Technology or other closely related field, and
2. Three (3) years of progressively responsible administrative office experience of which two (2) years must have included fiscal responsibilities.

Substitution

1. High school diploma or equivalent and
2. Five (5) years of progressively responsible administrative office experience of which three (3) years must have included fiscal responsibilities, when such experience provides the functioning level described above.
3. Relevant education above an AA Degree may substitute for experience on a year for year basis.

Skills, Knowledge, and Abilities

1. Ability to work with minimal levels of supervision.
2. Ability to handle multiple tasks concurrently.
3. Ability to listen, analyze problems, develop effective solutions, and solve problems.
4. Ability to operate standard office machines and type 50 wpm.
5. Ability to use personal computer using Access, Excel, Word programs, with a high level of proficiency in Access, and Excel formulas, and computer data.
6. Good oral and written communication skills.
7. Ability to produce accurate work.
8. Ability to work effectively with people of diverse backgrounds.
9. Ability to travel to Neighbor Island and Oahu program/project sites.

Other Requirements

1. Documented valid Hawai'i driver's license, current no fault insurance, clean driving abstract and daily access to an automobile.

Desired Requirements

1. Previous experience in state or federally funded programs.
2. Familiar with proper usage of the Hawaiian language and diacritical markings.
3. Knowledge, understanding, and experience with Hawaiian culture and values.

Work Environment

1. Mostly sedentary tasks with occasional walking, standing, bending in performance of job duties and responsibilities.
2. Light physical work with occasional lifting, pushing, or pulling up to twenty (20) pounds.

SALARY: Salary level 8.

WORKPLACE: ALU LIKE, INC.
2969 Māpunapuna Place, Suite 200
Honolulu, Hawai'i 96819

TO APPLY: <https://www.indeed.com/jobs?l=Honolulu,%20HI&start=10&vjk=a9467dd9fe8b9995>