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STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

P. O. BOX 1879
HONOLULU, HAWAII 96805

July 15, 2015

Post by: July 20, 2015

VACANCY ANNOUNCEMENT (VA-E-db #15-018)

TITLE & PAY RANGE: HHL ACCOUNTANT III, SR-NA (18)
POSITION NO. & BARGAINING UNIT: 116377, BU-13, Professional and Scientific
POSITION STATUS: Temporary, Exempt, Non-Civil Service
NTE 12/31/2015
LOCATION: Fiscal Office, Accounting Staff
Kapolei, Oahu, HI

SUMMARY OF DESCRIPTION OF POSITION:

The primary function of this position is to perform professional accounting work in operations for DHHL Federal funds, including the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) funds, and in carrying out special accounting assignments and other fiscal office work related assignments.

MINIMUM QUALIFICATION REQUIREMENTS indicated on reverse side.

DEADLINE FOR FILING:

Applications must be submitted to the DHHL Personnel Office by no later than 4:30 P.M., Friday, July 31, 2015.

This vacancy will be filled by an exempt (non-civil service) At Will appointment.

HHL ACCOUNTANT III

Education Requirement:

Bachelor's degree from an accredited university with twelve (12) semester credit hours in accounting and/or auditing.

Bachelor's degree in Accounting (BAcc): A Bachelor's degree with a major in accounting, or a Bachelor's degree with Accounting and/or auditing course work equivalent to a major in accounting, from an accredited university will be deemed to have met the Education and Experience requirements for the class HHL Accountant II.

Master's degree in Accounting (MAcc): a Master's degree in accounting or a Master's degree with accounting and/or auditing course work equivalent to a Master's degree in Accounting from an accredited university will be deemed to have met the Education and Experience requirements for the class HHL Accountant III.

Experience Requirement:

One and one half (1-1/2) years of progressively responsible professional accounting or auditing experience which may have included teaching accounting at the university level.

Non-Qualifying Experience:

The following types of Experience will not be accepted as the Professional Experience required for these HHL Accountant positions: Experience in generally accepted accounting principles or auditing standards such as an operator of accounting or bookkeeping machines, or in bookkeeping, or in minor accounting or as an office manager or owner of a business who supervises accountants, auditors or bookkeepers but does not participate in the accounting or auditing work with responsibility for its technical adequacy.

Substitution of Experience for Basic Education Requirement:

The following types of Experience may be substituted for Education on a year-for-year basis. To be acceptable, the Experience must have been of such scope, level and quality as to assure the possession of knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a university curriculum leading to a Baccalaureate degree which included twelve (12) semester credit hours in accounting/auditing subjects.

The Education or Experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

- A. Professional, analytical, or administrative Experience which did not require the knowledge and application of accounting and/or auditing principles and practices, may be substituted for the Education requirement on a year-for-year basis, providing the applicant can show that he/she has successfully completed at least twelve (12) semester credit hours at the Baccalaureate level in Accounting and/or Auditing subjects from an accredited university.
- B. Professional Accounting or Auditing Experience.
- C. Responsible Experience which involved maintaining general journals, general ledger accounts, and related books and accounts; and preparing balance sheets, profit and loss statements, and related accounting and financial reports. Experience of this nature may be gained by employees performing duties as a principal bookkeeper, or other responsible work requiring the preparation and/or analysis of financial statements and accounting reports.
- D. Any combination of the above.

Quality of Experience:

Possession of the required number of years of Experience will not in itself be accepted as proof of qualification for a position. The applicant's overall Experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.