



State of Hawaii  
Department of Hawaiian Home Lands

**HHL ACCOUNTANT IV (NAHASDA)**  
**Salary: \$4,316 per month. State benefits apply**  
Temporary, Exempt Non-Civil Service Appointment  
This position is located in Kapolei, Oahu

## **DUTIES SUMMARY**

This position reviews, revises, and implements procedures for cash management, prepares financial reports and statements in compliance with Federal requirements and performs professional accounting work related to Federal Funds, including the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) funds and USDA funds programs.

## **MINIMUM QUALIFICATION REQUIREMENTS**

### Education:

Bachelor's degree from an accredited four (4) year college or university with at least 12 semester credit hours in accounting and/or auditing subjects.

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.

### General Experience:

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

### 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

**AN EQUAL OPPORTUNITY EMPLOYER**

bookkeeper, or other responsible work requiring the preparation and/or analysis of financial statements and accounting reports.

D. Any combination of the above.

Legal Authorization to Work Requirement: The State of Hawaii requires all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

#### **OTHER INFORMATION**

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

Recruitment is continuous until needs are met.

#### **HOW TO APPLY**

Submit completed State of Hawaii Application for Non-Civil Service Appointment to: [dhhl.jobs@hawaii.gov](mailto:dhhl.jobs@hawaii.gov)

Applications can be found at: <https://dhhl.hawaii.gov/wp-content/uploads/2017/08/Non-Civil-Service-Application-HRD-278Rev.-10-2013.pdf> (Download PDF reader).

For additional information, please email [Patricia.k.ahsing@hawaii.gov](mailto:Patricia.k.ahsing@hawaii.gov)