

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

**VACANCY ANNOUNCEMENT**  
(Recruitment No. 25-014)

Opening Date: July 30, 2025

Closing Date: Continuous Until Filled

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**HHL Account Clerk IV**

Homestead Services Division, Molokai District Office

This vacancy will be filled by an exempt (non-civil service) At-Will Appointment.  
\$3,900.00/month, State benefits apply

**DUTIES SUMMARY:**

The position is responsible for providing (1) fiscal support services to the Molokai District Office (MDO) including but not limited to areas of recordkeeping, billing, and inventory for the Molokai Water System; receipt and collection of payments for loans and lease rents; petty cash fund; staff travel, limited right of entry permits; reservations for the Moomomi Pavilions; inventory MDO assets, and (2) furnishing clerical support to the office including but not limited to responses to inquiries from applicants, lessees, and the general public.

**MINIMUM QUALIFICATION REQUIREMENTS:**

General Experience

Six (6) months of work experience which demonstrated knowledge of arithmetic and spelling, and ability to follow oral and written directions, write simply and directly, and observe differences in words and numbers quickly and accurately.

Specialized Experience

Three (3) years of work involved in posting to accounting records and other systematizing of fiscal information; i.e., computing, classifying and recording numerical data to keep sets of financial accounting records complete and to derive reports there from. Such experience must have demonstrated knowledge of standard accounting classification and terminology pertinent to accounts maintenance operations, and office practices and procedures relating to the processing and recording of transactions and accounting information.

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.

**To Be Eligible:**

Applicants must be U.S. citizens or authorized to work in the U.S. and meet the minimum qualification requirements as stated above.

**To Apply:**

Submit completed State of Hawaii Application for Non-Civil Service Appointment; resume; cover letter; and copies of all required licenses, certificates, and diplomas/degrees to the DHHL Human Resources Office, 91-5420 Kapolei Parkway, Kapolei, Hawaii 96707. Applications emailed, hand-carried or sent via the U.S. Mail must be postmarked by the filing deadline noted above (if applicable). Application and accompanying materials become the property of the DHHL. As needed, applicants should make copies of their resumes before submittal to the DHHL. Call 620-9538 for more information.

EQUAL OPPORTUNITY EMPLOYER