

#21-112 Accountant II
ADMIN ACCTG, Full Time, Oahu

The Accountant II is responsible for maintaining the assigned division's complete financial records according to General Accepted Accounting Principles (GAAP) with minimal supervision. This includes calculating, preparing and processing the financial transactions to the general ledger; preparation of monthly, quarterly, and annual financial and operating reports; preparation and filing of general excise tax returns and miscellaneous schedules; completing analysis required by the governmental agencies and other entities; and providing financial reports to the assigned Division Administrator. This position may also be assigned additional fiscal functions. The Accountant II must demonstrate an active commitment to CCH Mission and strive to incorporate the four Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: Bachelor's Degree in accounting or related field from an accredited four-year college or university and two years of experience in accounting or related field. An Associate's Degree in accounting or related field with an additional four years of experience in accounting or related field.

EMPLOYMENT CLEARANCE REQUIREMENTS: Applicable Background Checks, HI State Criminal Check, Driver's License, No-Fault Insurance Card, Access to Insured Vehicle, Education Verification

DEADLINE TO APPLY: October 20, 2021