



# IOLANI PALACE

## Accounting Clerk

The Friends of Iolani Palace is currently seeking an Accounting Clerk to perform a variety of accounting, bookkeeping and financial tasks.

### Position Overview

This is a unique opportunity to work at an important historic site and to join the community of people who make Iolani Palace one of the most popular and revered places in Hawaii. The Accounting Clerk provides accounting and clerical support to the Accounting Manager.

### Essential Job Responsibilities

- Type accurately, prepare, maintain and file accounting documents and records
- Inform management and compile reports on activity areas
- Prepare bank deposits and perform bank deposits as required
- Reconcile accounts in a timely manner

### Requirements

- Be courteous to guests and team members
- Be responsible for personal punctuality and attendance
- Familiarity with bookkeeping and basic accounting procedures
- Competency in MS Office, G Suite and accounting software
- Data entry accuracy and attention to detail
- Communicate clearly in person, over the phone and in writing
- Able to sit for extended periods of time
- Occasionally lift, carry, push and pull items weighing up to 20 pounds
- High School graduate / GED equivalent
- Associate's degree or relevant certification is a plus

### Position Type/Expected Hours of Work

This position is full-time non-exempt, with a typical schedule consisting of 40 hours per week. Occasional evening and weekend work may be required as job duties demand.

### Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, tablets, phones, photocopiers, scanners and filing cabinets.

If you are interested in applying for this opportunity, please send your resume and a cover letter detailing why you want to work at Iolani Palace to [jobs@iolanipalace.org](mailto:jobs@iolanipalace.org)

Please include "Accounting Clerk" in your subject line.