



Ronald N.S. Ho & Associates, Inc.
Electrical Engineers



Staff Accountant

About Us

Established in 1978, Ronald N.S. Ho & Associates, Inc. is one of Hawaii's largest electrical engineering consulting firms. It has provided electrical engineering services for various government agencies and private clients. Types of projects have included public and private buildings, site infrastructure systems, lighting systems, electrical distribution systems, and water and wastewater systems. This employee-owned company is seeking an experienced, full-time, Staff Accountant looking to contribute in growing and expanding its capabilities throughout the State of Hawaii and the Pacific.

Primary Responsibilities

- Read and comprehend professional services contracts and sub-consultant agreements.
- Reconcile project financial files and sub-consultant financial files.
- Maintain financial system files.
- Input data into project management system and financial system.
- Prepare necessary work papers for financial statements presented in accordance with GAAP.
- Analyze accounting reports to prepare and present requested financial information and reports to management.

Skills/Knowledge Requirements

- Bachelor's degree in a related field from an accredited University (or equivalent combination of education, work experience and professional training demonstrating the ability to perform the duties and responsibilities of this position).
- Minimum five (5) years of accounting experience.
- Professional service industry accounting experience highly desired.
- Self-motivated, team player, able to process and work independently.
- Detail oriented.
- Excellent time management skills.
- Able to maintain strict confidentiality.
- 10-Key by touch.
- Proficient in Microsoft Office Suite.



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Staff Accountant (continued)

Physical Demands

- Lifting and carrying file boxes that may weigh up to 50 lbs.
- Driving to deliver or pick up items as needed.
- Performing substantial computer processing activities.

Working Conditions/Work Shift

- Indoors, air-conditioned office.
- Office Hours: Monday to Friday, 7:30 AM to 4:30 PM, one-hour unpaid lunch.
- Weekends or Evenings as needed.

Join Our Team

We offer a rewarding, nurturing, and collaborative environment for all our employees. If you have the skills necessary and meet the prerequisites listed above, please submit your letter of interest and resume to joinus@rnsha.com (Attn: Shirlyn Tsuruda). Salary is commensurate with experience. Ronald N.S. Ho & Associates is an Equal Opportunity Employer.