



Ronald N.S. Ho & Associates, Inc.
Engineering | Construction Management | Energy Solutions



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 a full-time, Staff Accountant who is able to support and contribute to a growing company.

Primary Responsibilities

- Read and comprehend professional services contracts and sub-consultant agreements
- Reconcile project files and subconsultant files
- Maintain accounting system files
- Input data into project management 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

- Minimum 5 years of accounting experience
- Accounting degree preferred, but not required
- Ability to operate 10-key
- Ability to perform data entry accurately
- Ability to manage multiple priorities/tasks
- Excellent communication and organizational skills

Position Requirements

- Must be self-motivated, exhibit good attitude, and be a team player
- Must be detail-orientated, proactive in meeting deadlines, efficient with time management, and exhibit confidentiality
- Must be flexible in adapting to changing priorities and responsibilities
- Able to learn quickly, take direction well, and exhibit proactivity in completing tasks
- Able to think independently
- Able to communicate effectively both verbally and in written form



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Staff Accountant (continued)

- Competence with computers and basic office equipment
- Proficiency with Accounting software and platforms
- Proficiency with Microsoft Office
- Neat, clean, professional appearance

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: Jimmy Hernandez, Office Manager). Salary is commensurate with experience. Ronald N.S. Ho & Associates, Inc. is an Equal Opportunity Employer.