

# ACCOUNTING CLERK

**PRIMARY DUTIES:** Provide accounting and clerical support to the accounting department; Keeps accounting information by sorting, filing, and retrieving documents; Daily data entry of financial transactions in database; Reconcile project accounts in a timely manner; and Perform Accounts Receivable duties as needed.



**Ronald N.S. Ho & Associates**  
ELECTRICAL ENGINEERING

## PROFILE

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, Accounting Clerk who is able to support and contribute to a growing company.

## SKILLS / KNOWLEDGE

- High School Diploma or equivalent preferred
- General accounting experience preferred, but not required
- Ability to operate 10-key; perform data entry accurately; and 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; efficient with time management and meeting deadlines; and exhibit confidentiality
- Must be flexible in adapting to changing priorities and responsibilities; able to think independently and take direction well; and exhibit proactivity in completing tasks
- Competence with computers and basic office equipment
- Familiarity with accounting software and platforms, and basic accounting procedures
- Proficiency with Microsoft Office
- Neat, clean, professional appearance

## BENEFITS

Ronald N.S. Ho & Associates, Inc. is an Equal Opportunity Employer. We offer a rewarding, nurturing, and collaborative environment for all our employees. This is Full-Time, Non-Exempt Salary position. The reasonably expected salary range is \$40,000 - \$50,000 (commensurate with experience).

## JOIN OUR TEAM

If you have the skills necessary and meet the prerequisites listed above, please submit your letter of interest and resume to: [joinus@rnsha.com](mailto:joinus@rnsha.com) (Attn: Sean Sugai, President).



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