

# HAWAI'I STATE FOUNDATION ON CULTURE AND THE ARTS (SFCA)

## Temporary Services Description Fiscal Year 2025

Title: Accounting Program Associate (temporary)

Reports To: Executive Director

Works With: Arts Program Specialists, Administrative Services Assistant

SFCA: The Hawai'i State Foundation on Culture and the Arts (SFCA) is a state government office under the Department of Accounting and General Services. Our responsibility is to support statewide culture and arts for Hawaii's public, which includes a wide range of Hawaii's many cultural art forms, visual arts, and performing arts.

### Program Support Work

SFCA Program areas include:

- Art in Public Places Program
- Capitol Modern, the Hawai'i State Art Museum school and public programs
- Culture and arts grants to organizations, public and public charter schools, individuals
- Projects and activities concerning statewide arts education, community outreach and planning/convening culture

Work activities to assist staff include:

- Accounting (See Attached Position Description)

### Qualifications, Experience and Work Habits (Minimum Qualifications)

#### 1) Education & Training

Bachelor's degree from an accredited four (4) year college or university at least twelve (12) semester credit hours in accounting and/or auditing subjects, and two and one half (2 ½) years of professional accounting and auditing experience.

#### 2) Skills and Technical Abilities

Knowledge of: Generally accepted Accounting principles, and related recordkeeping techniques; governmental accounting procedures; interpretive financial reporting.

Ability to: Analyze and identify financial information requirements; apply generally accepted accounting principles in maintaining records and preparing financial reports in a complete and accurate manner; interpret financial results to program management; maintain effective liaison, cooperation and adherence to state, federal and private program policies and procedures; communicate effectively orally and in writing; work under pressure of deadlines; work effectively and cooperatively with fellow workers and the general public; and manage time efficiently.

### 3) Attitude and Work Ethic

- Work independently with initiative and on a team
- Positive attitude, customer service skills
- Discrete handling of confidential information
- Multitasking skills
- Problem solving skills
- Accuracy and attention to detail

### Work Schedule and Environment

- Part-time up to 20 hours per week
- Normal state business hours are 7:45 am to 4:30 pm, Monday through Friday except for state and federal holidays. Lunchbreak 45 minutes if working a full day shift
- Office location is downtown at 250 S. Hotel Street 2<sup>nd</sup> floor, in the No. 1 Capitol District Building, corner of Richard and Hotel Streets
- Air conditioned
- Own work space, computer and phone
- Business attire casual
- No parking provided
- On or near major bus lines