

POSITION DESCRIPTIONS

Billing and Financial Records Assistant

Estimated Hours per Week: up to 40

Position Description

Perform various accounting and clerical tasks related to the maintenance and processing of financial records and transactions. Responsibilities typically include updating and financial records keeping, preparing reports, reconciling fiscal statements, and processing business transactions like accounts payable and receivable. Will need to use State of Hawaii accounting software, have attention to detail, and possess strong data entry skills. This position requires an understanding of bookkeeping and basic accounting procedures to ensure the daily accounting functions are accurate and efficient.

Qualifications

- A high school diploma or equivalent;
 - further education, such as an associate degree in accounting or a related field, is preferred.
- Strong computer skills including:
 - Proficient in Office 365 and Microsoft Teams, Excel, and word.
 - Proficiency in bookkeeping software, such as QuickBooks preferred
 - Proficient in use of Adobe Acrobat.
- Strong attention to detail for accurate financial record-keeping, reconciliation, and reporting.
- Strong decision-making and problem-solving skills.
- Strong communication (written and verbal) skills are required.
- Ability to work in a fast-paced environment and multi-task.
- A positive attitude and professional demeanor.

Experience

- One year of prior experience in maintaining and processing financial records and transactions.
- Prior experience using state of Hawaii financial record systems including DataMart and PO Web preferred.

Grant and Accounting Specialist

Estimated Hours per Week: up to 40

Position Description

Preparing and maintaining financial records and reports. Ensure compliance with state laws, regulations, policies and procedures related to accounting and financial management. Perform audits, reviews and analyses of financial transactions, systems and controls. Provide technical assistance and guidance to state managers and staff on accounting and financial matters. Coordinate with external auditors, federal agencies and other stakeholders on financial reporting and compliance issues.

Qualifications

- Bachelor's degree in accounting, business administration, or a related field.
- Good knowledge of accounting principles, practices, and techniques and the ability to prepare complete and accurate accounting reports and statements, analyze data, detect errors, and correct inconsistencies in accounting records.
- Good knowledge of the principles and practices of budgeting.
- Ability to formulate budgets and operational details; maintain effective liaison, cooperation, and adherence to plans, policies, and procedures; and communicate effectively, both orally and in writing.
- Strong analytical, critical thinking, and mathematical skills.
- Strong computer skills including:
 - Proficient in Microsoft Excel
- Detail-oriented with a proficiency in financial planning, auditing.
- Knowledge of federal grant management.

Experience

- Five years of prior experience in accounting, financial reporting and budgeting.
- Prior experience with State accounting and fiscal reporting preferred.
- Prior experience with State of Hawaii accounting software such as DataMart.
- Prior experience with federal grant fiscal reporting preferred.
- Prior experience in working with large data sets.

Purchasing and Contract Management Specialist

Estimated Hours per Week: up to 40

Position Description

Conduct market research and analysis to identify potential suppliers and vendors for goods and services required by the division. Prepare and issue solicitation documents such as requests for proposals, invitations for bids, and requests for quotations, in compliance with the state procurement laws and regulations. Evaluate bids and proposals from suppliers and vendors and recommend the best value option to the procurement officer or the selection committee.

Negotiate contracts and agreements with suppliers and vendors, and ensure that they meet the terms and conditions, quality standards, and delivery schedules. Monitor and manage the performance of suppliers and vendors and resolve any issues or disputes that may arise during the contract period. Maintain accurate and complete records of all procurement activities, and prepare reports and documents as required by the state procurement policies and procedures.

Qualifications

- A high school diploma or equivalent;
 - further education, such as an associate or bachelor's degree in business, economics, supply chain management, or a related field is preferred.
- Strong negotiation skills to effectively deal with suppliers and manage contracts.
- Knowledge of procurement software and tools, as well as proficiency in Microsoft Office Suite.

- Excellent communication skills for interacting with vendors and internal teams.
- Analytical skills to evaluate offers and make informed decisions.
- Understanding of supply chain management and logistics.
- Ability to work independently and make decisions under pressure.

Experience

- Prior experience using State of Hawaii procurement and financial systems such as POWeb, Datamart, HIePRO preferred.
- Prior experience negotiating contracts for goods and services.
- Prior experience in working with vendors in purchasing goods and services, sourcing.
- Ability to work independently.

Staffing Assistant

Estimated Hours per Week: up to 40

Position Description

Assist in recruiting, screening, interviewing, and hiring qualified candidates for various positions within the state government and documenting such activities. Coordinate with division managers to identify current and future hiring needs. Assist in providing orientation, training for new and existing employees. Assist in administering and maintaining employee records, and policies in compliance with federal, state, and local laws and regulations. Assist in preparing hiring status reports. Resolving employee relations issues and handling grievances, complaints, and disciplinary actions. Assist in developing and implementing workforce programs and initiatives to enhance employee engagement, retention, and inclusion.

Qualifications

- A high school diploma or equivalent;
 - further education, such as an associate or bachelor's degree in human resources, business administration, or a related field is preferred.
- Solid organizational skills and the ability to maintain updated recruitment, hiring and employee records.
- Excellent communication skills.
- Good knowledge of labor legislation.
- Capable of managing multiple projects in a fast-paced environment.
- Strong knowledge of staffing best practices and recruitment procedures.
- Ability to collaborate with team members and build interpersonal relationships.
- Excellent organizational and time management skills.

Experience

- One year of prior human resources experience.
- Prior experience with State of Hawaii recruitment processes.

Administrative Support Specialist

Estimated Hours per Week: up to 40

Position Description

Perform various clerical tasks related to general administrative support including, but not limited to, word processing, printing, scanning, and uploading documents, performing data entry and data validation tasks, formatting, addressing, and mailing letters and other written materials, sorting, organizing, and filing hard copy and electronic documents, responding to telephone and emailed inquiries from healthcare providers and the public, and assisting staff with completion of fiscal/purchasing documentation. Will need to have strong attention to detail and possess strong computer skills.

Qualifications

- A high school diploma or equivalent;
- Strong computer skills including:
 - Proficient in Office 365 and Microsoft Teams, Excel, and Word.
 - Proficient in use of Adobe Acrobat.
- Strong attention to detail, decision-making, problem-solving, and communication (written and verbal) skills are required.
- Must be proficient in keyboarding, grammar, and spelling.
- Ability to work in a fast-paced environment and multi-task.
- A positive attitude, professional demeanor, and the ability to work well with others as a member of a team.

Experience

- One year of prior experience in clerical/general office work, including word processing, typing, filing, sorting, printing, scanning, and customer service tasks is preferred.
- Prior experience using Office 365 and Microsoft Teams, Excel, Word, and Adobe Acrobat preferred.

Vaccine Records Administrative Specialist

Estimated Hours per Week: up to 40

Position Description

Perform various clerical and data entry tasks related to the processing of providers patient immunization records. Responsibilities typically include scanning and uploading forms to a secure Immunization Registry site, searching for patient record in the registry, performing data quality check of demographic information, entering and updating demographic information, entering vaccination data from information on the hard copy form, contacting and following up with providers (if necessary), coordinating the resolution of data issues with lead data entry staff and/or technical staff, resolving duplicate records in the system, assisting lead/technical staff in processing provider enrollments/re-enrollments.

Qualifications

- A high school diploma or equivalent; two (2) years of college preferred;
- Strong computer skills including:
 - Typing speed of 45 words per minute
 - Proficient in Office 365 and Microsoft Teams, Excel, and word.
- Strong attention to detail, data entry speed and accuracy skills preferred.
- Strong communication (written and verbal) skills.

- Ability to adhere to professional standards, ethical behavior, and professional business attitude.
- Must exercise discretion in handling sensitive or confidential information.
- Must have a positive attitude and professional demeanor.

Experience

One year of prior experience in data entry tasks or clerical work.