

SCOPE OF SERVICES

The CONTRACTOR shall support the efforts of the STATE's Department of Health, Disease Outbreak Control Division, Disease Investigation Branch (DIB) to be based at 1250 Punchbowl Street, Honolulu, Hawaii 96813. The contracted staff will be full time (40 hours per week) and is anticipated to commence working on April 1, 2019 and end on or before December 31, 2019. Total hours for the Accountant should not exceed 1504 hours. The regular work schedule for the Accountant will be Monday to Friday, from 7:45 am – 4:30 p.m. The Accountant shall possess the necessary accounting skills, abilities, knowledge, and experience for one full time equivalent (1 FTE) to provide the following:

I. Job Duties

- a. Perform specialized work in accounting and financial management services which includes the development, implementation and modification of accounting and budgetary systems, and provision of technical assistance to Branch staff to ensure that program objectives, operations and contracts are carried out in a fiscally prudent manner in accordance with federal and state regulations.
- b. Accounting, Fiscal and Budgetary and Grant Management
- c. Formulates, develops, and modifies and implements the accounting system for the Disease Investigation Branch. This includes revising account structures, reporting requirements, internal control procedures, and establishing a chart of accounts for new projects.
- d. Maintains an electronic financial tracking system for the federally funded staff within and outside the Disease Investigation Branch for the Epidemiology and Laboratory Capacity (ELC) Cooperative Agreement (CA).
- e. Responsible to ensure that the day-to-day fiscal operations of DIB and the ELC CA are carried out. Reviews purchase order and purchase card requests from DIB and ELC CA designees, compares requests against approved CDC budget and verifies the correct use of accounting codes and funding streams. Works with the ELC Project Designees and the Administrative Services Office (ASO) to resolve any discrepancies and informs the ELC CA Project Manager of any significant financial issues.
- f. Prepares monthly, quarterly, and other financial reports.
- g. Works within the guidelines of the Department of Health (DOH) fiscal policies, procedures, and accounting principles. Uses DOH ASO financial reports and other states reports as indicated.
- h. Works within fiscal policies and procedures of federal regulatory agencies such as the Department of Health and Human Services (DHHS) and Office of Management and

Budget (OMB) and maintains awareness of OMB Circulars and directives applicable to Grantees of the federal ELC CA.

- i. Manages and oversees purchase orders for the Branch with respect to budget.
- j. Provides financial advisory services in the preparation of DIB budgets and expenditure plans.
- k. Responsible for annual fiscal reviews of DIB's financial transactions and inventory records to insure appropriate documentation, internal controls, asset management and overall compliance with state and federal rules.
- l. Provides technical assistance to Branch staff by preparing, interpreting and explaining program implication of accounting data including financial projections.
- m. Reviews the preparation, compilation and submission of operational expenditure plans, variance reports, inventory reports, and other fiscal related reports for the Branch.
- n. Reviews and develops budget instructions, procedures, and forms for the preparation, compilation and submission biennium budget and supplemental budget requests for the Branch.
- o. Complies, verifies and analyzes fiscal data for the preparation of special reports as requested including reports for other federal and state agencies.
- p. Recommends updates and additional to DIB Accounting Policies and Procedures.
- q. Reviews compliance with accounting policies and procedures.
- r. Assists management in the development of internal control systems to administer the financial aspects of the ELC CA and insure all federal and states requirements are satisfied.
- s. Conducts in-service training for the Branch on fiscal and budgetary related issues.
- t. Coordinates with and participates in Branch, Section, and Program activities and with other DOH program as needed.

The CONTRACTOR shall ensure the following minimum education, qualification, skills, abilities, experience and requirements:

II. Qualifications of Personnel

A. Knowledge

General accepted accounting principles (GAAP) and practices; general accepted government accounting standards; financial mathematical knowledge and practice; fiscal report writing, public relations.

B. Skills/Abilities

1. Analyze facts, figures, and derive sound conclusions; understand and apply applicable laws, regulations, rules, and interpretations; make financial arithmetic computations properly; give and receive oral and written instructions; and be conversant with personal computers and related software such as word processor, spreadsheet, and data management.
2. Ability to project payroll requirements, compute the indirect cost amounts for Federal grants, and reconcile the differences between Reports and Cash Transaction Reports.
3. The ability to devise and modify accounting methods, techniques and procedures, and to gather and analyze facts and draw sound conclusions to implement well-established theories, principles, and practices and techniques of accounting.
4. Possess good oral and written communication skills.
5. Compare and check information rapidly and accurately.
6. Ability to work in a team and establish and maintain effective working relationships with others.
7. Demonstrated ability to adhere to professional standards, ethical behavior, and professional business attitude.
8. Exercise discretion in handling sensitive or confidential information.
9. Strong attention to detail.

C. Education

Graduation from an accredited four (4) year college or university degree program (bachelor's degree) with at least 12 semester credit hours in accounting and/or auditing subjects.

D. Experience

Two and a half (2-1/2) years in a progressively responsible professional accounting or auditing experience which may have included teaching accounting at the university level.

At least one and one half (1-1/2) years of experience of specialized experience in GAAP and generally accepted government accounting standards which demonstrates possession of knowledge and ability required to analyze data, detect errors, and correct inconsistencies in accounting records.

E. Tools, Equipment, and Machines

Must be able to operate common office equipment such as computer scanner, fax copier, etc.

F. Working Conditions

1. Must be able to lift up to 10 pounds.
2. The incumbent will be regularly be required to sit, stand, walk, pull, use hands to handle, and reach with hands and arms.
3. May require walking flights of stairs if power is out or during emergency situations.

III. Service Provider Requirements

- A. Have an office located in Hawaii at the time of award.
- B. Have and utilize an employee handbook, or something similar, with established protocol, policies and standards to ensure consistency and professionalism.
- C. Submit resumes to DOH for personnel involved in the project.
- D. DOH shall have the right, and the Service Provider shall comply with the request immediately, to remove personnel from all work for unsatisfactory service and replace personnel. If a change in personnel occurs, new personnel must meet the project qualifications. Substitute personnel shall not be used until a resume is received and approved by DOH.
- E. Require background screening of project staff prior to commencing work:
 1. Education verification – highest degree earned
 2. Third party employment verification – last two (2) employers
 3. Reference check – two (2) professional references
 4. Background check – no conviction of a violation of any law
- F. Employ method to ensure low staff turnover for duration of project.
- G. Maintain documentation of organizational compliance to federal and state health and safety guidelines, including elements required by the Occupational Safety and Health Administration ("OSHA").

IV. Submission of Bid

The total bid should be inclusive of general excise tax and all incidental costs (if any). The number of days for this project is estimated to be no more than 188 eight-hour days (1504 hours) commencing from April 1, 2019 to December 31, 2019, excluding State holidays. There is no commitment by the DOH as to the actual number of personnel, actual days, and actual award amount for the term of this project. The Service Provider should also provide a statement addressing the qualifications listed in Section II. at the time of award and/or upon submission of candidates under consideration to the DOH.

V. Compliance, Documentation, and Hawaii Compliance Express

Service Providers are required to be compliant with all appropriate state and federal statutes.

If you have any questions regarding this solicitation, please post them in the “Questions and Answers” tab in HiePro. If you are experiencing technical difficulties with HiePro, please contact the State Procurement Office at (808) 586-0554.