



**Family Health Services Division
Women, Infants and Children Services Branch
Downtown, Oahu**

Account Clerk III
\$3,318 to \$4,199 per month (SR-11, C-I),
Salary commensurate w/ training and experience

Note: Hiring rates will be based on availability of funds, the applicant's, and other relevant factors.

Full-Time, Temporary civil service position. The primary purpose of this position is to assist in the maintenance and control of all Women, Infants, and Children (WIC) program funds. This includes federal grant accounts, and various contracts. This position provides fiscal and administrative support including assisting in the development and maintenance of an accounts payable system, recording of fiscal activities, fund management, budgeting control, analysis, and preparation of various financial reports, Pcard activities, processing purchase orders, and other bill paying activities.

Minimum Qualifications

To qualify, you must meet all of the following requirements:

GENERAL EXPERIENCE: One-half (1/2) a year of work experience which demonstrated knowledge of arithmetic and spelling, and ability to follow oral and written directions. Write simply and directly, and observe differences in words and numbers quickly and accurately.

SPECIALIZED EXPERIENCE: Two years of work experience involved in posting to accounting records and other systematizing of fiscal information; i.e., computing, classifying and recording numerical data to keep sets of financial accounting records complete and to derive reports there from. Such experience must have demonstrated knowledge of standard accounting classification and terminology pertinent to accounts maintenance operations, and office practices and procedures relating to processing and recording of transactions and accounting information. This work must have involved reconciling accounts (i.e., checking for errors, balancing, and going back to original source document for verification); and the preparation of balance sheets and income statements or financial and/or accounting reports.

Who May Apply

LEGAL AUTHORIZATION TO WORK REQUIREMENT: The State of Hawaii requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

How to Apply

Visit the Department of Human Resources Development website at <http://agency.governmentjobs.com/hawaii/default.cfm>.

Recruitment # 22-0200

Continuous until needs are met for position #124631.

Other Information

For additional information, you may contact Paul Uchima at (808) 586-8190 or paul.uchima@doh.hawaii.gov.