

# MĀNOA HERITAGE CENTER

## Finance & Operations Coordinator

Mānoa Heritage Center (MHC) and its supporting organization, Kūali'i Foundation (KF) are dedicated to promoting the thoughtful stewardship of Hawaii's cultural and natural heritage. MHC comprises Kūka'ō'ō Heiau, gardens of native plants, Hogan House (built in 1962) and Kūali'i (built in 1911). The heiau and Kūali'i are listed on the National Register of Historic Places. Plans are underway to open Kūali'i and Hogan House to the public in the near future.

We are seeking a highly organized, detail-oriented, and mission-aligned individual to serve as a full-time Finance and Operations Coordinator who oversees daily administrative operations, including accounting and human resources functions\*, to ensure efficient and compliant operations. This role requires strong organizational, communication, and problem-solving skills, as well as proficiency in accounting software QuickBooks. In addition to assisting with the financial operations of the Center including accounts payable and receivable, bank reconciliations, and month-end close processes, the Finance & Operations Coordinator manages payroll, employee records, and provides the Executive Director with administrative support.

\*Please note that MHC contracts with ProService on payroll and HR compliance.

### Key Responsibilities:

#### Accounting & Finance (approx. 50%)

- Maintain accurate financial records using accounting software (e.g., QuickBooks)
- Process accounts payable and receivable, invoices, reimbursements, and donations
- Prepare financial reports, statements, and budgets for management and board meetings
- Manage payroll and track employee time off and benefits
- Assist with audit preparation, grant budgets, and financial compliance

#### Administrative Support (approx. 30%)

- Provide day-to-day office support including scheduling, correspondence, filing, and recordkeeping
- Support the Executive Director with meeting preparation, calendar management, and follow-ups
- Maintain organizational records and ensure operational efficiency
- Serve as a liaison with vendors and service providers

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## HR Support (approx. 20%)

- Assist with recruitment and onboarding processes (posting jobs, scheduling interviews, preparing new hire paperwork)
- Maintain confidential employee records (digital and paper)
- Help coordinate staff trainings, performance review scheduling, and HR communications

## Qualifications:

- Minimum 2–3 years of accounting, bookkeeping, or office management experience
- Proficiency with accounting software (e.g., QuickBooks) and MS Office Suite or Google Workspace
- Strong organizational and communication skills
- Ability to manage confidential information with discretion
- Attention to detail and a commitment to accuracy

## Work Environment & Expectations:

- Full-time, 40 hours/week, on-site with occasional flexibility
- Some weekend or evening work may be required for events
- Must be able to work independently and collaboratively in a small team setting
- Deep respect for cultural sensitivity and a connection to Hawai'i's history, land, and people is highly valued

## Compensation & Benefits:

- Salary commensurate with experience
- Benefits include: medical/dental insurance, paid time off, holidays, and professional development opportunities

## How to Apply:

Please send a cover letter and resume to Jessica Welch at [jessica@manoaheritagecenter.org](mailto:jessica@manoaheritagecenter.org). Applications will be reviewed on a rolling basis until the position is filled.