Job Description – Senior Accounting Analyst

Exempt or Non-Exempt:	Exempt
Full-time or Part-time:	Full-time
Regular or Temporary:	Regular
Bargaining or non-bargaining:	Non-Bargaining
Department:	Finance
Reports To:	Director of Accounting
Minimum Days Required in the Office per Week. This minimum is subject to change per department needs and at the direction of the supervisor. The requirement is expected to be higher for new employees during their first 6 months of training.	3

About the Role

The Senior Accounting Analyst works closely with the Accounting Director, Finance team and internal partners, ensuring the accuracy and integrity of Aloha United Way's accounting records and financial reporting. This role performs complex financial reconciliations and financial data tie-outs, researches and resolves transaction discrepancies, supports accounting close and audit preparation, and helps strengthen documentation and processes across the Finance team.

The ideal candidate is an experienced accounting professional who is analytical, detail-oriented, and comfortable researching transactions, reviewing supporting documentation, and resolving accounting discrepancies. This position requires strong judgment, accuracy, and timely follow-through to ensure financial information is complete, accurate, and well supported.

Essential Duties and Responsibilities

- Support month-end, quarter-end, and year-end close by performing complex account reconciliations, general ledger analytical reviews, coding research, transaction corrections, account analyses, and supporting schedule preparation.
- Research, resolve, and document reconciling items, variances, and accounting discrepancies.
- Prepare and validate campaign processing imports, donor choice payout extracts, monthly CRM general ledger extracts, annual tax letter data extracts, and other system-generated financial data.
- Reconcile CRM activity to accounting records.
- Identify, research, and resolve campaign transaction exceptions, duplicate transactions, coding discrepancies, import issues, and other accounting and campaign data discrepancies.
- Prepare and/or reconcile grant and contract invoicing support, including billed, received, deferred, and recognized amounts, expenditure coding, and supporting schedules.
- Assist with audit, tax, United Way Worldwide, and other internal/external reporting requests by preparing reconciliations, schedules, financial reports, and transaction research.

- Develop, update, and maintain SOPs on behalf of the Finance team.
- Recommend and support operational and technological process improvements that increase accuracy, efficiency, transparency, and internal control.
- Provide backup or surge support across accounting operations during peak periods, extended absences, or staffing gaps.

Qualifications

Education & Experience

- Bachelor's degree in accounting, finance, or related field, or any combination of education and relevant experience that would provide the knowledge, skills, and abilities to perform the essential duties of this position.
- Minimum of 3-5 years of professional experience in accounting, finance, or audit.
- Work experience with balance sheet account reconciliations, data analysis, and/or financial reporting required.
- Experience working in accounting systems, CRM systems, fundraising/donor management systems, or databases preferred.
- Nonprofit accounting, finance, or audit experience highly desired.

Skills & Knowledge

- Strong proficiency in Microsoft Excel and Microsoft Office Suite.
- Strong working knowledge of accounting principles, general ledger procedures, account reconciliations, and financial data integrity.
- Ability to research complex transactions, identify root causes, and resolve discrepancies effectively.
- Strong attention to detail, accuracy, documentation, timeliness, and follow-through.
- Ability to work on concurrent assignments, meet deadlines, and contribute to team goals with a high degree of accuracy and timeliness.
- Ability to recommend and/or implement process improvements that increase efficiency, accuracy, or internal control.
- Genuine team player with an all-hands-on-deck mentality.

Employment Requirements

- Must be authorized to work in the United States.
- Must be able to pass a background check and drug test.
- Must be in Hawai‘i or have pre-existing plans to relocate to Hawai‘i.

Working Conditions

Work Environment

Hybrid work model after first 3 months of onboarding.

Work Hours

Full-time, Monday through Friday. Occasional early morning, evening, and weekend hours may be required, particularly during accounting close cycles, active campaigns, and annual audit preparation.

Equipment Use

Regular use of a computer and related office technology, including Microsoft Office, CRM, accounting systems, and virtual meeting platforms.

Mental and Physical Requirements
Must be able to perform the essential functions of this role, with or without reasonable accommodation.

- Fast-paced role requiring multitasking and problem-solving with a high degree of accuracy and timeliness.
- Ability to sit for extended periods on a computer.
- Ability to occasionally lift and carry up to 15 pounds (ex: filing boxes).

Communication Requirements
Frequent verbal and written communication with internal teams.

Supervisory Requirements
None