



Disaster Assistance Accountant

Hawai'i Emergency Management Agency (HIEMA)

Department of Defense – Resilience Branch

Location: O'ahu

The Hawai'i Emergency Management Agency (HIEMA) is seeking a detail-oriented and experienced Disaster Assistance Accountant to support Public Assistance (PA) disaster recovery operations.

Position Summary

The Resilience Branch supports HIEMA through its Mitigation and Recovery Sections. The Branch administers hazard mitigation programs and recovery services to minimize loss of life and property within the State due to major disasters.

This position supports the administration of the FEMA Public Assistance (PA) Program under Public Law 93-288 (Stafford Act) and is responsible for accounting and financial advisory services related to disaster recovery activities for a specific disaster event.

The Disaster Assistance Accountant maintains the Project's accounting system, ensures accountability within Federal and State systems, and oversees the proper allocation and tracking of funds across multiple projects and contracts.

This position also serves as a State Emergency Response Team (SERT) and Emergency Response Team (ERT) member during emergencies and disasters.

Key Responsibilities

Fiscal Planning, Programming & Budgeting

- Prepare financial status reports and advise the Project Manager on the fiscal condition of applicant files

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- Advise on proper allocation of Federal disaster assistance funds to grantees in compliance with procurement procedures and applicable regulations
- Evaluate fiscal and operational controls and recommend corrective actions when deficiencies are identified
- Review sub-grantee files and related documentation to develop financial monitoring and audit plans
- Identify potential fiscal problem areas and coordinate recommended corrective measures with appropriate agencies
- Consult with FEMA personnel to verify the accuracy and completeness of financial transactions and documentation
- Assist in resolving financial issues raised by program managers and representatives of Federal, State, and County agencies
- Present fiscal briefings to communities and stakeholders with varying levels of financial and technical expertise

Accounting & Auditing

- Input and maintain required data in FEMA's Emergency Management Mission Integrated Environment (EMMIE) system
- Process funding disbursements and reimbursements for Project Worksheets (PWs) and maintain up-to-date fiscal records
- Audit PWs and related documentation to ensure compliance with Department of Defense fiscal processes and FEMA reporting requirements
- Prepare monthly EMMIE reports and quarterly Federal financial reports
- Prepare financial closeout documentation upon project completion

Other Duties

- Perform related duties as assigned in support of Agency mission requirements
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Supervision

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Supervisor: Accountant

Work is performed under general supervision. Assignments are provided with instructions regarding objectives and methods. Work is reviewed during progress and upon completion for compliance, accuracy, and adequacy. Guidelines are available but may not cover all aspects of assignments.

Required License

- Valid driver's license to operate a vehicle in the State of Hawaii

Recommended Qualifications**Education**

- Graduation from an accredited four (4) year college or university with a bachelor's degree and major coursework in Accounting
- Experience may be substituted for education on a year-to-year basis
- Overall experience must demonstrate the ability to perform the duties of the position

Experience

- Five (5) years of progressively responsible work experience demonstrating knowledge of accounting and auditing principles and methods

Knowledge of

- Accounting and auditing principles, theories, practices, and techniques
- Pertinent accounting laws, rules, and regulations
- State of Hawaii Accounting Manual and budget execution policies
- Federal regulations and FEMA financial reporting requirements
- General accounting principles and governmental fiscal controls

Skills & Abilities

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- Strong written and verbal communication skills
- Ability to apply accounting methods, techniques, and procedures accurately
- Ability to interpret and apply applicable laws, rules, and regulations
- Ability to prepare and analyze financial statements and reports
- Ability to analyze data, detect errors, and correct inconsistencies
- Strong critical thinking and problem-solving skills
- Ability to work effectively in open office environments with interruptions and under deadline pressure
- Proficiency with computer systems including word processing, spreadsheets, databases, and related software

Tools & Equipment

- Computer systems and standard office equipment
- Calculator, copying machine, and related office equipment
- Familiarity with financial management systems and reporting software

Working Conditions

- Work may occur in the State Emergency Operations Center (SEOC).
- The State Emergency Operations Center (SEOC) may be activated during disasters or emergencies. During activation, the SEOC operates on a 24-hour work schedule and work conditions may be highly stressful.
- Must be able and willing to work shift assignments, overtime with little advance notice, and extended or long work hours when required, including nights, weekends, and holidays.
- Must be able to travel to disaster-affected areas on neighbor islands for multiple consecutive days.
- Ability to perform effectively in fast-paced, high-pressure emergency environments is essential.

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Join the Hawai'i Emergency Management Agency and be part of a dedicated team committed to building a ready and resilient Hawai'i through preparedness, coordination, and all-hazards emergency management.

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