



## Grant Account Clerk

**Hawai'i Emergency Management Agency (HIEMA)**

**Department of Defense**

**Location: O'ahu**

The Hawai'i Emergency Management Agency (HIEMA) is seeking a detail-oriented and dependable Grant Account Clerk to support financial services operations and federal grant accounting activities.

### **Position Summary**

The Finance and Administrative Office advises the Administrator on fiscal services including procurement requirements, purchasing and pCard regulations, payments, payroll, budget preparation and execution, legislative requests, and overall financial management activities of HIEMA. The office develops and enforces division policies to maintain fiscal integrity, ensure proper accounting transactions, and maintain compliance with applicable laws and regulations. The office also works with external auditors, responds to audit findings, maintains required documentation, and manages Trust account transactions.

This position maintains general, federal, and trust fund accounts and performs procurement, purchasing, pCard, payables, payroll, and other fiscal transactions and reporting related to Emergency Management Performance Grants and other federal grants.

The Grant Account Clerk also serves as a State Emergency Response Team (SERT) member and supports operations in the State Emergency Operations Center (SEOC) during emergencies and disasters.

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### **Key Responsibilities**

#### **Fiscal Functions**

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- Verify and enter detailed cost information, changes, and other bookkeeping entries to ensure accurate classification of costs, including applicable discounts and updates
- Receive, process, and record federal drawdowns, reimbursements, and other collections while maintaining accurate records and supporting documentation
- Research and obtain financial information from various sources as required
- Prepare requisitions, purchase orders, and pCard transactions; coordinate with vendors and program staff for required documentation and details
- Process invoices for authorization and payment

### **Accounting Activities**

- Establish and maintain ledgers for allocation of funds to agency projects, programs, and branches
- Perform required computations including discounts, ratios, and percentages
- Summarize transactions and prepare control sheets for financial management purposes
- Maintain current financial records; prepare reports and reconcile accounts with FAMIS and Datamart systems
- Track expenditures, including debits and credits, and total entries at required intervals
- Prepare corrective entries and journal vouchers as necessary to reconcile and balance accounts

### **Miscellaneous Fiscal Duties**

- Compose correspondence requiring knowledge of accounting methods, procedures, and policies
- Assist with inventory management and inventory control recordkeeping
- Prepare special fiscal reports as requested by the supervisor
- Attend meetings as requested

### **Other Duties**

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## **HAWAI'I EMERGENCY MANAGEMENT AGENCY**

- Serve as a State Emergency Response Team (SERT) member and support SEOC operations during disasters and emergencies
  - Perform other related duties as assigned in support of Agency mission requirements
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### **Supervision**

**Supervisor:** Emergency Management Performance Grant 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.

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### **Required License**

- Valid driver's license to operate a vehicle in the State of Hawaii
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### **Recommended Qualifications**

#### **Knowledge**

- Arithmetic, business English, and spelling
- Operation and maintenance of common office equipment such as computers, printers, calculators, and adding machines
- Standard accounting codes, classifications, and terminology related to accounts maintenance
- Office practices and procedures related to processing and recording accounting transactions

#### **Skills & Abilities**

- Ability to plan and carry out accounting clerical functions
  - Ability to maintain an effective work pace and meet deadlines
  - Ability to read and understand manuals, webpages, and other written materials
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- Ability to write business correspondence and prepare accurate summaries and reports using prescribed formats
- Ability to deal tactfully and professionally with others
- Ability to operate and maintain standard office equipment

### **Education**

- Graduation from high school or equivalent with coursework in basic English and arithmetic (Substitution of education and experience may be applied in accordance with applicable personnel policies.)

### **Experience**

- General experience demonstrating knowledge of arithmetic and spelling and the ability to follow oral and written directions, write clearly, and accurately process numerical information
- Two (2) years of specialized experience involving posting to accounting records and fiscal systems, computing and recording financial data, reconciling accounts, and preparing standard financial reports

### **Tools & Equipment**

- Computer, printer, calculator, adding machine, copy machine, and other standard office equipment

### **Working Conditions**

- Work may occur in the State Emergency Operations Center (SEOC).
- The State Emergency Operations Center (EOC) may be activated during disasters or emergencies. During activation, the EOC 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.

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## **HAWAII EMERGENCY MANAGEMENT AGENCY**

- 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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