



Accountant

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 experienced Accountant to support financial operations across preparedness, mitigation, response, recovery, and Finance & Administration programs. This position plays a critical role in ensuring fiscal accountability, regulatory compliance, and effective stewardship of public funds.

Position Summary

The Hawai'i Emergency Management Agency (HIEMA) supports preparedness, mitigation, response, and recovery operations to reduce risks to life and property resulting from natural and human-caused hazards.

This position provides accounting and financial advisory services in support of federally and/or state funded programs, disaster recovery operations, and/or Finance & Administration functions. The Accountant is responsible for maintaining accounting systems, ensuring fiscal accountability within Federal, State, and/or local financial systems, and overseeing the proper allocation and tracking of funds across multiple projects, grants, and contracts.

The incumbent may support emergency operations and may serve as a member of a State Emergency Response Team (SERT), Emergency Response Team (ERT), or Finance & Administration Section during activations, disasters, and other emergencies.

Key Responsibilities

Fiscal Planning, Programming & Budgeting

- Prepare financial status reports and advise program managers on the fiscal condition of assigned programs, grants, or operational units.

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- Provide guidance on the proper allocation of Federal, State, and other funding sources in compliance with procurement standards and applicable regulations.
 - Evaluate fiscal and operational controls and recommend corrective actions when deficiencies are identified.
 - Review grant or program files and supporting documentation to develop financial monitoring and audit plans.
 - Identify potential fiscal problem areas and coordinate corrective measures with appropriate stakeholders.
 - Consult with oversight agencies and partners 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, County, or other agencies.
 - Present fiscal briefings to leadership and stakeholders with varying levels of financial and technical expertise.
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Accounting & Auditing

- Input and maintain required data in applicable accounting, grants management, and financial reporting systems.
 - Process funding disbursements and reimbursements for approved projects, programs, or operational expenditures.
 - Maintain current and accurate fiscal records for monitoring and tracking purposes.
 - Audit financial documentation for compliance with applicable fiscal policies, grant requirements, and reporting standards.
 - Prepare required monthly, quarterly, and annual financial reports.
 - Prepare financial closeout documentation upon completion of projects or funding periods.
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Other Duties

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- Perform related duties as assigned in support of Agency mission requirements.
 - Provide support to Finance & Administration functions during emergency activations, including cost tracking, timekeeping oversight, procurement coordination, and documentation management.
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Supervision

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 Hawai'i

Minimum/Recommended Qualifications

Education

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

Experience

- Three to five (3–5) years of progressively responsible work experience demonstrating knowledge of accounting and auditing principles and methods.
- Experience in governmental accounting, grant management, or public sector finance is preferred.

Knowledge of

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- Accounting and auditing principles, theories, practices, and techniques.
- Applicable accounting laws, rules, regulations, and governmental fiscal controls.
- Federal grant regulations and financial reporting requirements.
- Budget development and execution processes.
- Internal control standards and financial management systems.

Skills & Abilities

- 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 financial management software.

Tools & Equipment

- Computer systems and standard office equipment
- Calculator, copying machine, and related office equipment
- Accounting, grants management, and reporting systems.

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.

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- 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.

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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