



SENIOR STAFF ACCOUNTANT JOB DESCRIPTION

POSITION SUMMARY

The Senior Staff Accountant is responsible for all financial statement preparation, accounts payable, accounts receivable, bank reconciliation, tax compliance, audit, among other duties and responsibilities required to maintain the General Ledger. This role requires the Senior Staff Accountant to work closely with managers and leads throughout the organization stay compliant with State regulations. The Sr. Staff Accountant reports directly to the Director of Finance.

Local applicants are preferred; relocation assistance will not be provided.

CORE JOB DUTIES (includes but not limited to)

- Perform and maintain all general accounting functions using QuickBooks and Inventory software.
- Strong analytics skills used to research and compile information from various sources (software, source documents, departments and people).
- Ability to use various sources to support accounting responsibilities which required: analysis, verifications, allocations, reconciliations and / or discrepancy resolution.
- Work with all departments, organization-wide, to improve various processes which improve and support the organization and General Ledger accuracy.
- Build and maintain spreadsheets to standardize the processes and functions of the department.
- Understanding and experience in identifying risks and controls.
- Responsible for cash management, daily cash reconciliations and bank reconciliations.
- Manage vendor payments and cash receipts.
- Maintain all balance sheet reconciliations.
- Complete monthly financials for submission to Director of Finance.
- Prepare necessary financials for annual audit.
- Track, build and maintain accurate inventory records and assist with monthly audit.
- Post invoices, code purchases, and manage company purchasing.
- Calculate and prepare monthly General Excise Tax returns.
- Prepare annual 1099s.
- Process payroll entries, taxes, and accruals.
- Assist Director of Finance and CEO in the budgeting process.
- Additional Duties as Required.

CORE COMPETENCIES

- Able to learn and become knowledgeable of State of Hawai'i laws, regulations and rules.
- Proficient in Microsoft Office.
- Expert in Excel.
- Strong Problem Solving and self-motivated.
- Ability to manage change and ambiguity.
- Strong communication skills, both orally and written.
- Experience in training others.
- Experience working with financial software, QuickBooks preferred.





- Strong technical accounting knowledge, including an understanding of GAAP, tax requirements, and general auditing procedures.
- Ability to work well, individually and in teams, with a diverse group of people. Must have excellent people skills.
- Possess the highest level of confidentiality and integrity.

EDUCATION AND BACKGROUND REQUIREMENTS

- Must be and remain compliant with any and all legal or company regulations for working in the cannabis industry.
- Minimum of 6-8 years of experience in the accounting field with some supervisory experience.
- Bachelor's degree in accounting or related field.
- BioTrack experience preferred.
- Ability to handle multiple projects and complete assigned tasks.
- Minimum of 21 years of age as required by state statute.
- Must pass background check and fingerprinting, per applicable requirements set forth under state statute.

ADDITIONAL REQUIREMENTS

- Flexibility in scheduling. Working hours include holidays and weekends as needed.
- Must be able to lift, carry and balance up to 30 pounds (50 pounds with assistance). This job function may include walking or standing for extended periods of time, as well as stooping, bending over and/or crouching.
- Regular attendance, as scheduled, is required for this position.

EMPLOYEE BENEFITS SUMMARY

This is only a preview of the benefits we offer to our employees. Detailed information about eligibility, enrollment and other benefit provisions are provided upon employment. Benefits are subject to change and may be discontinued without notice.

- Medical, Drug, Vision, Dental Coverage
- PTO, Paid Holidays
- Employee Discount

Work Schedule: Varies; Monday - Friday; 7:30a-4:00p; Weekends and Holidays as needed.

Work Locations: 1308 Young Street, Honolulu HI 96814

Job Type: Exempt, Full-time

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

We are an equal opportunity employer and strive to provide equal employment opportunities to all applicants and staff in accordance with sound employee relation practices and federal and state laws. Noa Botanicals is also firmly committed to taking affirmative action to employ qualified individuals with disabilities, veterans with disabilities, veterans, minorities, and women, and to advance them in employment. If you are an individual with a disability and require accommodation during the application process, please contact our HR Department at 808-550-9848.





Management reserves the right to assign other job duties as necessary. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This document is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned. Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service deliver, and the ability to work productively as a member of a team or work group are basic requirements of all positions. Submittal of an application for the position: 1. Authorizes Mānoa Botanicals LLC to share any and all information regarding previous or present employment, educational training or personal information from their records and from any other source with the Mānoa Botanicals LLC Human Resources Department only 2. Releases and waives Mānoa Botanicals LLC from any and all liability for any damage which may be claimed as a result of furnishing such information to the Human Resources Department.

