



ACCOUNTS PAYABLE CLERK JOB DESCRIPTION

POSITION SUMMARY

The Accounts Payable Clerk is responsible for matching, batching, and coding invoices, resolving A/P issues, updating and reconciling sub-ledger to G/L, and processing checks and expense reports. You will work closely with managers and leads throughout the organization and stay compliant with State regulations. The Accounts Payable Clerk will report directly to the Director of Finance.

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

CORE JOB DUTIES (includes but not limited to)

- Comprehensive knowledge of Accounts Payable (AP)
- Strong familiarity with data entry
- Working knowledge of spreadsheets and databases
- Sort, register, scan, and store invoices, checks, and other documents
- Open, organize, and distribute department mail daily
- Execute additional tasks as needed
- Assist internal business partners with any customer service needs
- Complete full-cycle A/P
- Support the AP/Finance Department by completing administrative tasks
- Validate, record and send checks, including expediting special handling
- Facilitate internal and external audits as needed
- Execute daily processes and controls accurately and in a timely manner; ensuring compliance with company policies
- Excellent organizational and multitasking skills, established communication, customer service, and interpersonal skills, especially with both technical and financial backgrounds

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.
- 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.
- AA or BS/BA degree in Accounting, Business or similar preferred
- 2+ years of experience in an A/P role preferred
- 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 808-550-9847.

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.

