



Job Title: Assistant Controller
Work Location: 2270 Kalākaua Avenue
Honolulu, Hawai'i 96815
FLSA: Exempt
Position Type: Full-time; On-Site

SUMMARY

The Assistant Controller oversees HVCB's accounting operations, financial reporting, internal controls, and compliance activities. This position is responsible for ensuring accurate and timely financial reporting, maintaining the integrity of accounting systems, supervising accounting staff, and supporting organization financial planning and decision-making. The Assistant Controller serves as a key resource for leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Financial Reporting & Accounting

- Oversee the day-to-day accounting operations to ensure the timely and accurate processing of financial records, including the monthly, quarterly, and year-end close processes to ensure timely and accurate financial reporting
- Prepare and review monthly financial statements
- Ensure compliance with Generally Accepted Accounting Principles (GAAP)
- Review journal entries, account reconciliations, accruals, and general ledger activity
- Monitor balance sheet accounts and investigate variances

Audit, Tax & Compliance

- Coordinate annual financial statement audits and preparation of supporting schedules
- Serve as the primary liaison with external auditors, tax professionals, banking institutions, and regulatory agencies
- Assist with preparation of annual tax filings and informational returns
- Ensure compliance with applicable federal, state, and local reporting requirements

Cash Management

- Monitor HVCB cash flow and banking activity
- Review weekly payment processing and electronic disbursements
- Oversee banking reconciliations
- Assist in maintaining adequate internal controls over cash management

Leadership & Operations

- Supervise, coach, and develop accounting staff
- Establish priorities and monitor departmental workflow
- Recommend process improvements to increase efficiency and strengthen internal controls
- Develop and document accounting procedures
- Crosstrain staff to ensure continuity of operations

Budget Support

- Assist with preparation of the annual operating budget
- Monitor departmental budgets and provide analysis
- Support financial forecasting and cash flow projections
- Partner with managers regarding budget questions

Cross Functional Support

- Provide financial guidance and support to department managers
- Support Island Visitor Bureaus with accounting and financial reporting needs
- Collaborate with Human Resources regarding payroll, benefits and 401(k)
- Support organizational initiatives and strategic projects

Supervisory Responsibilities

- Supervises accounting staff and oversees the day-to-day operations of the Finance department
- Oversee the work performed by outsourced accounting services providers

To perform this role successfully, an individual must be able to perform the essential duties described above. The qualifications listed are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

QUALIFICATIONS

Education

- Bachelor Degree in Business Administration with a major in Accounting; five or more years of accounting experience with at least three years of supervisory or managerial experience.
- Certified Public Accounting (CPA) designation preferred

Experience

- Experience preparing financial statements, account reconciliations, and financial analyses
- Experience coordinating annual audits and working with external auditors
- Experience with nonprofit accounting, grant accounting, or membership-based organization is preferred

Skills & Knowledge

- Thorough knowledge of Generally Accepted Accounting Principles (GAAP)
- Strong understanding of internal controls and financial reporting
- Knowledge of budgeting, forecasting, cash management, and financial analysis
- Strong analytical and problem- solving skills
- Excellent organizational skills with the ability to manage multiple priorities and meet deadlines
- Ability to maintain confidentiality and exercise sound judgment
- Strong written and verbal communication skills
- Demonstrated ability to build positive working relationships across all levels of the organization

Computer Skills

- Advanced proficiency with Microsoft Excel and strong working knowledge of Microsoft Office 365 applications
- Experience with accounting, financial and payroll systems
- Ability to learn and leverage financial technologies and project management tools

Preferred Qualifications

- Experience in nonprofit accounting
- Experience managing outsourced accounting services

WORKING CONDITIONS

Work Environment

- Professional office environment

Work Hours

- Full-time; exempt position. Regular and predictable attendance is an essential requirement of this role
- Work hours may occasionally extend beyond standard business hours, including evenings or weekends, as necessary to fulfill the responsibilities of the position

Physical Demands

- Ability to sit, stand, and walk for extended periods
- Ability to lift and carry materials to approximately 30 pounds on an occasional basis

SALARY RANGE: \$90,000–\$130,000 per year. Commensurate with experience

COMPREHENSIVE BENEFITS PACKAGE INCLUDES:

- Medical, Dental, and Vision Insurance
- Paid Vacation & Sick Leave
- Employer-Paid Life Insurance
- Company-Contributed Long-Term Care Coverage
- Long-Term Disability Coverage
- 401 (k) Retirement Plan with Company Match and Safe Harbor Contribution

EQUAL EMPLOYMENT OPPORTUNITY

Hawai'i Visitors & Convention Bureau is an Equal Opportunity Employer. We are committed to creating a diverse, inclusive, and respectful workplace and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, ancestry, disability, genetic information, marital status, veteran status, or any other status protected by applicable federal, state, or local law.

REASONABLE ACCOMMODATION (ADA)

Hawai'i Visitors & Convention Bureau is committed to providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state law. Applicants who require reasonable accommodation to participate in the application or interview process may contact Human Resources for assistance.

JOB DESCRIPTION DISCLAIMER / MANAGEMENT RIGHTS

This job description is intended to describe the general nature and level of work performed by individuals assigned to this position. It is not intended to be an exhaustive list of all the duties, responsibilities, or qualifications.

Hawai'i Visitors & Convention Bureau reserves the right to modify, revise, or eliminate duties, responsibilities, qualifications, and working conditions of this position at any time, in accordance with business needs and applicable law.