



Fiscal Director

Hui No Ke Ola Pono, Inc. (HNKOP) | Maui, Hawai'i

Hui No Ke Ola Pono, Inc. is seeking an experienced Fiscal Director to lead the organization's financial operations and strategic financial planning. Reporting to the Executive Director, this leadership role ensures accurate financial reporting, strong internal controls, grant and regulatory compliance, and responsible stewardship of organizational resources in support of HNKOP's mission.

What You'll Do

- Advise the Executive Director and leadership team on financial strategy, risks, opportunities, and long-term sustainability.
- Oversee accounting operations, including accounts payable and receivable, payroll, cash management, general ledger activities, monthly and year-end closings, reconciliations, and financial statements.
- Lead annual budget development, forecasting, cash-flow planning, scenario analysis, and budget-to-actual reporting.
- Partner with program leaders to evaluate program performance, staffing models, service costs, revenue, and sustainability.
- Oversee medical and dental billing, reimbursement, receivables, denials, collections, and related customer service.
- Manage grant budgets, expenditures, reporting, closeout requirements, federal funding records, and the Schedule of Expenditures of Federal Awards, as applicable.
- Prepare financial reports and presentations for the Executive Director, department managers, Board of Directors, and Finance Committee.
- Strengthen financial systems, policies, procedures, internal controls, dashboards, and key performance indicators.
- Coordinate annual financial and Single Audits, tax and information returns, and applicable federal, state, grant, and HIPAA compliance.
- Supervise, coach, and develop the Accountant and Accounting Specialist.

Minimum Qualifications

- Maui resident.
- Bachelor's degree in Accounting, Business Administration, or a related field.
- At least five years of comprehensive accounting experience and three years of supervisory experience.
- Demonstrated knowledge of financial management, budgeting, reporting, cash management, and internal controls.
- Knowledge of federal grant requirements, including Uniform Guidance at 2 CFR Part 200 and applicable HHS requirements at 2 CFR Part 300.

- Ability to develop forecasts, analyze program performance and financial risk, and translate findings into practical recommendations.
- Strong Microsoft 365 and Excel skills; ability to work with accounting platforms and electronic health record systems.
- Excellent organizational, communication, administrative, and deadline-management skills.
- Ability to work effectively and respectfully with the Native Hawaiian community, staff, Board members, and other stakeholders.
- Current valid Hawai'i State driver's license and reliable transportation.

Preferred Experience

Experience with nonprofit organizations, medical or dental billing, federal funds, and Sage Intacct.

Position Details

- Department: Administration
- Reports to: Executive Director
- Classification: Exempt/salaried
- Schedule: Monday - Friday
- Compensation: \$100,000 annually
- Benefits: Medical & Dental Benefits offered.
- Work location: Wailuku, HI