



POSITION DESCRIPTION: ACCOUNTING FELLOW

The Elemental Excelserator (EEx) Program at Pacific International Center for High Technology Research (PICHTR) is seeking a self-directed, flexible, detail-oriented, and mission-driven individual to join our Operations Team.

About Elemental Excelserator

Elemental Excelserator helps startups change the world, one community at a time. Each year, we find 12-15 companies that best fit our mission and fund each company up to \$1 million to improve systems that impact people's lives: water, agriculture, transportation, and energy. Our program is primarily funded by the U.S. Department of Energy, the U.S. Office of Naval Research, and other public and private partners; and operates as a program of the Pacific International Center for High Technology Research (PICHTR).

Who is the Accounting Fellow?

The Accounting Fellow assists with bookkeeping, data entry, invoicing, analysis, and tracking time and expenditures. We are looking for someone who is a quick learner, detail-oriented, excels in a fast-paced environment, and is passionate about making Hawaii a better place. This position is based in Honolulu, Hawaii.

What does the Accounting Fellow do?

The Accounting Fellow will directly support the operations team members. Duties will be performed in a dynamic team environment with support from other team members, fellows, and consultants as needed. Specific duties include:

- Financial Processes
 1. Complete necessary paperwork related to budgeting, contracting, purchasing, invoicing, payments to vendors, and reimbursements.
 2. Process invoices and reimbursements, and update internal records on a weekly basis.
 3. Produce quarterly and/or annual reporting documents for various public and private program sponsors.
- Analytical Processes
 1. Track time and expenditures.
 2. Report on budget expenditures.

- Other Work as Assigned
 1. Support and/or Arrange travel including flights, hotel, conference registrations, travel requests and completion reports, reimbursements, etc.
 2. Produce professional, accurate, and complete documents in a timely manner.
 3. Special projects and other duties as assigned.
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Qualifications

Minimum Qualifications:

- Extremely detail-oriented and thorough.
- At least two years of post-secondary education.
- Excellent computer skills including a proficiency in Word and Excel at a minimum.
- Flexible, team-oriented, high energy, and positive “can do” attitude.
- Display a high degree of initiative and follow-through.
- Ability to communicate effectively, both verbally and in writing.
- Outstanding organizational skills.
- Ability to work with deadlines and consistently follow through assigned projects to completion.
- Creative and proactive in solving problems.

Preferred Qualifications:

- Associate’s or Bachelor’s degree from an accredited post-secondary institution.
- Experience in administrative roles such as bookkeeping and financial data entry.
- Experience working in nonprofit, energy, or entrepreneurship-related organizations.
- Experience with QuickBooks, Google Suite, and project management software (e.g., Basecamp).

Compensation

Competitive pay will be offered commensurate with qualifications. This is a temporary "at-will" position working 15 hours per week. The initial duration is three months. After three months, the Fellow will be evaluated for potential follow-on work. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

Please submit a resume and cover letter online to elementalexcelerator.com/mission/#join by 12:00 noon Hawaii Standard Time on Friday, June 23, 2017