

**STATE OF HAWAII
POSITION DESCRIPTION**

I. IDENTIFYING INFORMATION

Class Title:	HTDC Fiscal and Contracts Specialist
Position Number:	101816
Department:	Business, Economic Development & Tourism
Division/Agency:	Hawaii Technology Development Corporation
Branch (Office):	N/A
Section:	N/A
Unit:	N/A
Geographic Location:	Honolulu

II. INTRODUCTION

The Hawaii Technology Development Corporation (HTDC) is an agency of the State of Hawaii established in 1983 in accordance with Section 206M, HRS, and is attached to Department of Business, Economic Development & Tourism (DBEDT) for administrative purposes. As a lead State agency in high technology research, development, demonstration, and management of incubation facilities, HTDC provides a broad array of technology industry programs and services to facilitate the growth and development of a commercial high technology industry in Hawaii.

This position is primarily responsible for general operational support including general accounting and budgetary duties, reporting, fiscal, procurement, human resources, contracting, and administrative support.

III. MAJOR DUTIES & RESPONSIBILITIES

A. Accounting 25%

1. Oversees and reviews information inputted in the State's accounting system. Prepares journal vouchers to correct erroneous entries, reclassify expense and closing entries to the appropriate funding source in conformance with generally accepted accounting principles. Advises staff, as needed, of the appropriate object code to use for expenditure(s).
2. Creates and maintains accounting worksheets/reports from information from the State's accounting system to meet the needs of projects and programs, federal monitoring and reporting requirements, and for reporting to the Legislature and other departments.
3. Establishes and maintains an accounting system to parallel information in the State's accounting system, creates automated reports to meet the needs of projects and programs, and generates financial information on the cash and accrual basis as needed. Inputs transactions into the system and reconcile to information the State's accounting system. HTDC's accounting system is to be maintained if financial and manpower resources are available.
4. Maintains financial information for federally funded projects and prepares federal financial reports as required. Provides information to project

managers to assist with monitoring expenditures and cost share contributions. Familiarity with federal rules and guidelines for grants and monitor for compliance to financial requirements.

5. Prepares financial information as requested.
6. Prepares audit schedules and assists during audits.

B. Legislative Activities

20%

1. Serves as Legislative Coordinator, submits legislative testimonies, prepares and updates legislative bills log. Notifies the Executive Director of legislative hearings and tracks bills. Creates legislative testimony templates.
2. Schedules meetings with legislators and prepares appropriate materials for distribution.
3. Under the direction of the Executive Director, ensures staff is informed of legislative initiatives and other actions or activities affecting the HTDC and its activities.

C. Other Fiscal, Procurement, and Contracts

20%

1. Prepares various State required reports such as quarterly accounts receivable reports, quarterly revenue estimates, Measures of Effectiveness/Variance reports and Dept. of Commerce reports. Calculates Central Service and Administrative Assessment and prepares the journal vouchers.
2. Responds to inquiries from various external entities such as DBEDT, B&F, DAGS, and federal funding agencies. Assists with internal inquiries by researching statutes, policies, regulations, etc. then provide the findings.
3. Assists with complying with the procurement code and its requirements by researching the requirements, reviewing supporting documents for each obligation, and advising staff of the appropriate procedures and documentation. Monitors and submits SPO-036 forms to the State Procurements Office as staff qualifies for delegated procurement authority.
4. Administer all HTDC contracts excluding the Hawai'i Center for Advanced Transportation Technologies (HCATT). This includes coordinating the issuance of Request for Proposals/Request for Quotes and overseeing the overall selection process, execution, and management of the State contract process. Works with the Executive Director, program, fiscal staff, Attorney General's (AG) office and other state agencies to complete the process. For HTDC contracts, responsible for drafting, managing the review process, securing approvals, and executing contracts. Provide administrative oversight including amending and/or extending agreements until contract completion. Contract vehicles include: Contracts, Memorandum of Agreements (MOA), Memorandum of Understanding

(MOU), and Letter of Agreements (LOA), General Service Agreements (GSAs) and Leases for office space in the incubators.

5. Procurement: Design vendor requirements, scope of work, scoring criteria, executes and manages procurement process for professional and other services as needed for HTDC. Dependent on procurement method, manages review committee, discussions/questions with vendors, and debriefs/protest requested. Oversees that procurement code requirements for the type of contracted goods or services are followed.
6. Makes bank deposits and reviews Treasury Deposit Receipts (TDR) prepared by other staff. Submits TDRs to B&F Treasury for processing.
7. Reconciles the petty cash account.
8. Serves as the backup to the Account Clerk.

D. Administrative Assistance to the HTDC Board of Directors and Board Committees 15%

1. Coordinates Board correspondence with the Board Chair.
2. Schedules and prepares arrangements for board meetings and various committee meetings.
3. Prepares and maintains Board regular and executive session meeting notices, agendas, minutes, and materials for meetings of the Board and various committees in compliance with state laws. Ensures meeting agendas are posted before deadline.
4. On behalf of the Executive Director, Board and its committees, will act as liaison to the Attorney General's office.
5. Works closely with the Board and Committee Chairs to schedule meetings and effectively communicate decisions.
6. Assists the Board and various committees on activities related to HTDC.
7. Under the direction of the Executive Director, ensures staff is informed of Board initiatives and other actions or activities affecting the HTDC.
8. Arranges Board travel, travel documents and reimbursements when appropriate.

E. General Office Support 10%

1. Organizes and maintains administrative central and document files, including latest Executive Memos, Administrative Directives, Departmental Memos, Comptroller's Memos, etc. Maintains the standard operating procedures manual with recent updates.

2. Organizes and maintains agreements/documents including general service agreements, indemnification agreements, certificates of insurance, contracts, and memorandum of agreements/understanding.
3. Maintains assets and equipment inventory, submits inventory related forms to input information in the Fixed Asset Inventory System, reconciles equipment list, coordinates periodic physical inventory to ensure accuracy to State records, and submits required reports.

F. Human Resources 5%

1. Assists with submittal of personnel forms to DBEDT Human Resources.
2. Manages time and leave information with current timekeeping system.
3. Assists with dissemination of general human resources information, policy changes, informational briefings, etc.

F. Performs other duties as assigned 5%

100%

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No.: 103187 Class Title: HTDC Controller

B. Nature of Supervisory Control Exercised Over the Work.

1. Instructions Provided.

Instructions are limited to general guidance and direction to specific priorities and the results expected. The employee plans and carries out the necessary work activities independently.

2. Assistance Provided.

Supervision received is nominal, consultative, and limited. The employee is expected to use initiative and sound judgment in carrying out assignments, meeting goals and objectives, solving problems, and maintaining awareness of agency requirements. The employee takes care of work independently, but informs the HTDC Controller when unforeseen events or circumstances require significant changes, such as changing priorities, policies, etc.

3. Review of Work.

The HTDC Controller reviews issues that are exceptional, such as when a proposed action will involve establishing a new precedent, policy, or direction, and when unforeseen events or circumstances may require significant changes.

C. Nature of Available Guidelines Controlling the Work.

1. Policy and Procedural Guides Available.

Guidelines include a broad range of legal standards and requirements, State and Federal government laws, rules, regulations, policies, procedures, and objectives.

2. Use of Guidelines.

Procedural guidelines may cover certain technical aspects of the work. The employee must know and apply such guidelines.

V. MINIMUM QUALIFICATIONS

A. Knowledge:

Principles and practices of accounting; the State of Hawaii budget and accounting reporting systems; preparation and analysis of financial statements and financial report writing; and experience with financial audits.

B. Skills/Abilities:

An analytical thinker who can work independently; plan, organize, and carry out a broad range of clerical/fiscal/budgetary functions; understand and carry out oral and written instructions; communicate effectively, orally and in written form; deal tactfully with others; read and interpret written materials; work well with others under pressure; maintain accurate fiscal records; make rapid and accurate arithmetic calculations; operate computers; calculator; proficient in word-processing and spreadsheet programs; understand and apply laws, rules and regulations; and prepare financial reports.

Ability to apply State and Federal accounting methods, techniques, and procedures; learn and apply pertinent laws, rules, and regulations applicable to HTDC's programs; and deals effectively with others.

C. Education:

Graduation from an accredited 4-year college or university with a Bachelor's degree in Accounting, Business Administration or other degree which qualifies as suitable education for the position is required.

D. Experience:

Two (2) years of accounting and contract experience. Familiarity with the State Accounting Systems is desirable.

E. Required Licenses, Certificates, etc.:

N/A

F. Substitutions Allowed:

Education and experience may be substituted for each other on a year-for-year basis, subject to review and acceptance by the HTDC Executive Director.

VI. DESIRABLE QUALIFICATIONS

Refer to Minimum Qualifications.

VII. TOOLS, EQUIPMENT & MACHINES

Proficiency with personal computer and peripheral equipment/software, calculator, copying machine, fax machine and other related office tools, equipment, and machines.

Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.