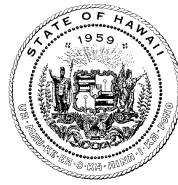


DAVID Y. IGE  
GOVERNOR



DOUGLAS S. CHIN  
ATTORNEY GENERAL

STATE OF HAWAII  
DEPARTMENT OF THE ATTORNEY GENERAL  
425 QUEEN STREET  
HONOLULU, HAWAII 96813  
(808) 586-1500

RUSSELL A. SUZUKI  
FIRST DEPUTY ATTORNEY GENERAL

## ACCOUNT CLERK

Exempt from civil service, temporary, full-time.  
Hawaii State Government Benefits.  
Continuous recruitment until needs met.

**Description:** Provides fiscal support for the Division, including timely processing of payments, accurate posting of fiscal data, classifying and posting expenditures to ledgers from source documents. Assists in maintaining an inventory of office equipment, furniture, and supplies. Performs other duties as requested.

**Requirements:** High school diploma. One year paid work experience in posting to accounting records and other systemizing of fiscal information; computing, classifying and recording numerical data to keep sets of financial accounting records complete and to prepare standard financial statements. Knowledge of standard accounting classification and terminology pertinent to accounts maintenance operations and office practices, procedures relating to the processing and recording of transactions and accounting information. Completion of one school year of a substantially full-time equivalent accounting curriculum which normally leads to a degree or diploma at an accredited business school, community college, or other comparable institution which included accounting courses in double-entry procedures in analyzing, recording, and summarizing transactions and the preparation and interpretation of financial statements, may be substituted for work experience. Microsoft Excel experience required.

**Salary range:** \$29,988 to \$33,720/annually, pending qualifications of applicant.

**To apply:** Send cover letter, resumé, salary requirements, and completed Application for Exempt Employment to:

Department of the Attorney General  
Crime Prevention and Justice Assistance Division  
235 South Beretania Street, Suite 401  
Honolulu, Hawaii 96813

(Download Application from <http://ag.hawaii.gov/employment>)

(No phone calls, please)

An Equal Opportunity Employer