

JOSH GREEN, M.D.  
GOVERNOR



ANNE E. LOPEZ  
ATTORNEY GENERAL

MATTHEW S. DVONCH  
FIRST DEPUTY ATTORNEY GENERAL

**STATE OF HAWAII**  
**DEPARTMENT OF THE ATTORNEY GENERAL**  
*Ka 'Oihana O Ka Loio Kuhina*  
425 QUEEN STREET  
HONOLULU, HAWAII 96813  
(808) 586-1500

## ACCOUNT CLERK

Exempt from civil service, temporary, full-time.  
Hawaii State Government Benefits.

Continuous Recruitment Until Needs Are 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:** \$38,016/annually, pending qualifications of applicant.

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

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

(No phone calls please)  
An Equal Opportunity Employer

Download Application for Exempt Employment at:

[https://ag.hawaii.gov/wp-content/uploads/2020/08/Application-for-Exempt-Employment-278\\_AG\\_7.2020.pdf](https://ag.hawaii.gov/wp-content/uploads/2020/08/Application-for-Exempt-Employment-278_AG_7.2020.pdf)

**COVID-19 Vaccination Requirement:** As a condition of employment with the State of Hawai'i, each qualified candidate who has been given a conditional offer of employment must show proof of full COVID-19 vaccination and shall be fully vaccinated by his/her/their employment start date. A reasonable accommodation will be provided if requested by a candidate and it is determined through an interactive process that pregnancy, a qualifying disability, or a sincerely held religious belief prevents the candidate from receiving a COVID-19 vaccination.