



**WEST KAUAI MEDICAL CENTER – MAHELONA MEDICAL CENTER**  
**KAUAI VETERANS MEMORIAL HOSPITAL SAMUEL MAHELONA MEMORIAL HOSPITAL**  
HUMAN RESOURCES KAUAI REGION P. O. BOX 337 WAIMEA, HI 96796

04/02/09

**VACANCY ANNOUNCEMENT**  
**CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET**

**DATE POSTED:** 04/02/09  
**JOB TITLE:** ACCOUNT CLERK III  
**RECRUITMENT NO.:** KAUAI 010-09 (Permanent: Full-Time)  
**JOB LOCATION:** Kauai Veterans Memorial Hospital, Waimea, Kauai, Hawaii  
**SALARY RANGE:** \$2403 per month (SR11)

**FUNCTION:**

Primary responsibility of this position includes the processing of payroll, maintenance of records relating to payment of invoices, collection of payment, preparing bank deposits and maintaining personnel attendance records.

**MINIMUM QUALIFICATION REQUIREMENTS:**

**Experience Requirement:** Six (6) months of general experience which demonstrated knowledge of arithmetic and spelling and possession of the abilities to follow oral and written directions, to write simply and directly, and to observe differences in words and numbers quickly and accurately.

**Specialized Experience:** Two (2) years work experience involving posting to accounting records and other systematizing of fiscal information, i.e., computing, classifying and recording numerical data to keep sets of financial accounting records complete and to derive reports therefore, such experience must have demonstrated knowledge of standard accounting classification and terminology pertinent to accounts maintenance operations and office practices and procedures relating to the processing and recording of transactions and accounting information. Work must have involved reconciling accounts, (i.e., checking for errors, balancing, and going back to original source document for verification); and the preparation of standard financial statements.

**Non-Qualifying Experience:** Experience as an inventory clerk, stock clerk, supply clerk, or other related work which is primarily concerned with posting non-fiscal data or checking accuracy of computations and which does not involve or require any fiscal record keeping knowledge is not considered qualifying Specialized Experience.

**Substitution of Education for General Experience:** Per Classification Specifications.

**RESIDENCE:** In addition to meeting the citizenship requirements described elsewhere on this announcement, applicants must be legal residents of the State immediately preceding their applications for employment. This requirement may be waived to fill positions at designated institution or locations where qualified legal residents are unavailable.

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MAHELONA • 4800 KAWAIHAU RD. • KAPAA, HAWAII 96746 • PHONE: (808) 822-4961 • FAX: (808) 822-5781

**QUALITY OF EXPERIENCE:** Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek.

**Note:** We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

**MERIT OR CIVIL SERVICE SYSTEM:** You must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

**CITIZENSHIP AND RESIDENCE REQUIREMENT:** Applicants must be eligible to work in the U.S. and at the time of appointment will be required to become a Hawaii resident within a reasonable time from hire.

**VETERAN'S PREFERENCE:** If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

**PHYSICAL/MENTAL REQUIREMENTS:** Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

**PHYSICAL EXAMINATION REQUIREMENT:** Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to an HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

**CRIMINAL/BACKGROUND, CREDENTIALING CHECKS:** Applicable checks will be conducted periodically and any associated costs may be borne by the applicant. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

**HOW TO APPLY:** Applications are available at the **Kauai Veterans Memorial Hospital**; Human Resources Office, 4643 Waimea Canyon Dr.; Waimea, HI 96796 and at Samuel Mahelona Memorial Hospital, Human Resources Office, 4800 Kawaihau Rd, Kapaa, HI 96746. You can call (808) 338-9426, e-mail: [kauaijobs@hhsc.org](mailto:kauaijobs@hhsc.org) or visit our website at [www.kvmh.hhsc.org](http://www.kvmh.hhsc.org). Application hours are: M-F 7:30 a.m. to 4:00 p.m., excluding holidays, at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be on file no later than the last day to file applications. Applications for announcements with "Continuous Recruitment Until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

**STEPS TO AN ADMINISTRATIVE REVIEW, SUBSEQUENT APPEALS:** If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s), 2. the specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. any additional information you want to submit to substantiate your request. If you do not submit your request within the twenty (20) days deadline, no Administrative Review will be conducted. Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.