



**Western
Pacific
Regional
Fishery
Management
Council**

Contractual Services for Accounting and Financial Support

February 3, 2025

Submission Deadline: **Friday, February 7, 2025**

Anticipated Date to Fill Position: ASAP

The Western Pacific Regional Fishery Management Council, established under the Magnuson Fishery Conservation and Management Act (MFCMA) of 1976, has the responsibility of preparing management plans for those fisheries within its jurisdiction. The Council has authority over the management of fisheries in the US Exclusive Economic Zone waters off of the Territories of American Samoa and Guam, Commonwealth of the Northern Mariana Islands, and the State of Hawaii. The Council, composed of 16 public, State, and Federal members, meets at a minimum of four times a year to conduct its business.

The Council's operation is supported by an administrative and program staff headed by an Executive Director. The Council is seeking temporary accounting and fiscal support to work under the direct supervision of the administrative staff and in coordination with program staff.

Responsibilities of the temporary support include:

1. General book and record keeping - accounts payable, accounts receivable and the general ledger;
2. Working with staff to monitor and manage cooperative agreements and awards; process employee payroll and file applicable state documents; process and prepare invoices, create checks and supporting documents for Executive Director and other signatories;
3. Other duties as assigned by the Administrative Officer.

Qualifications

- Degree in Accounting or Business, or equivalent certification and experience.
- Knowledge of financial and accounting procedures, policies and principles.
- Working knowledge of administering and managing Federal cooperative agreements, grants and awards.
- Three years of related work experience.
- Excellent communication and organizational skills.
- Proficiency in Microsoft word processing, database, spreadsheet and accounting (QuickBooks) software.
- Ability to maintain good working relationships with Council and staff members.

SALARY: Commensurate with experience.

TERM: 3 months or may be extended as required.

LOCATION: All work will be performed at the Council office located at 1164 Bishop Street, Suite 1400, Honolulu, Hawaii.

TO APPLY: Submit a letter of interest and current resume which highlights relevant experience, training, and education. No format is prescribed. References should be included; however, letters of recommendation, education transcripts, and similar supporting documents are not requested at this time.

Applications or inquiries should be emailed to info@wpcouncil.org by **February 7, 2025**.