



Cummins Power Generation  
All Service Dealer for Hawaii

JOB DESCRIPTION  
**OFFICE STAFF**  
(ADMINISTRATION)  
OFFICE MANAGER  
BOOKKEEPER  
ADMIN ASSISTANT

King Power Systems  
720 Lower Main st,  
Wailuku, HI 96793  
Phone: (808) 871-6624  
info@kingpowersystems.com

---

## THE COMPANY - PAST, PRESENT & FUTURE

King Diesel was founded on Maui 45 years ago to accommodate the increasing volume of Marine Diesel propulsion charter vessels. The company has evolved into a strictly Power Generation equipment supply and service company with the largest market share statewide as King Power Systems. We concentrate on unparalleled service and support for our Emergency power systems customers. We are looking for interested and enthusiastic new team members for continued, organic and sustainable growth.

## GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is to oversee the company's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, daily financial entries and reconciliations. Reports to Owner.

There are two (3) levels of Administration distinguished by the level of work performed and the qualifications of the employee.

## ESSENTIAL JOB FUNCTIONS

Responsible to maintain financial accuracy in Quick Books Enterprise System.

Responsible for Corporate Postal Service, office supplies, office equipment

HR and maintains office policies as necessary

Manage relationships with vendors, and other service providers

Works as company receptionist and provides general support to visitors

Ensure filing systems are maintained and current

Establish and monitor procedures for record keeping

Ensure security, integrity and confidentiality of data

## PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Company's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## REQUIRED KNOWLEDGE

- Bookkeeping - Thorough knowledge of general accountancy practices
- Business Software - Demonstrates proficiency in Quickbooks- Enterprise and Online, Adobe Acrobat, Excel, Google Docs, and Outlook/MS Office
- Compliance - Knowledge of DMV and Business Insurance requirements
- Payroll - Knowledge of payroll processes and all payroll reports required to be filed with ADP

- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation, hazardous materials, traffic patterns and conditions, and other work related precautions. CPR and OSHA experience is preferred.

## REQUIRED SKILLS

- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.
- Judgement/Decision Making - Uses logic and reasoning to understand, analyze, and evaluate situations; anticipates, identifies and evaluates potentially dangerous, unusual or deviating situations.

## REQUIRED ABILITIES

- Organization - Strong organizational and planning skills
- Time Management - Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.
- Communication - Ability to communicate ideas effectively, including the preparation of reports and budgets. Ability to listen and understand directions, information and ideas presented verbally and in writing. Proficient with creating repair estimates- sourcing parts and estimating repair times with technicians.

## EDUCATION AND EXPERIENCE

- Office Manager - Requires a high school diploma and 3-5 years of related experience or an equivalent combination of education and experience.
- Bookkeeper - Requires a high school diploma and 3-5 years of related experience or an equivalent combination of education and experience. Quickbooks qualification preferred.
- Administrative Assistant - Requires a high school diploma and keen interest in business

## ADDITIONAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly required to use a computer for extended periods and be able to communicate using a computer and phone/smart device.

The employee frequently is required to sit and reach, and must be able to move around the work environment

The noise level in the work environment is usually moderate

While performing duties of this job, employee is frequently required to stand; walk; sit; use hand to handle, or feel; reach with arms and hands.

Must be able to remain alert.

Must be able to sit or stand for extended periods.

Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.

## **PHYSICAL REQUIREMENTS**

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.

## **ENVIRONMENTAL EXPOSURES**

This is an Office based position but for field experience and greater knowledge of how the company provides service to our customers, may require exposure to adverse environmental conditions, such as, temperature and noise extremes, vibrations, machinery, hazardous materials, confined spaces, vibrations traffic hazards, or toxic agents, disease. Personal Protective Equipment is provided and expected to be worn while working as a risk assessment requires.

## **BENEFITS**

Health, Dental, Paid Vacation and all State Holidays, plus a 401K with Employer Match Flexibility for Family Care, and flexible Family Care fund plan.

## **Compensation**

Very Competitive Based on Experience  
Quarterly Bonus Schedule

*This position is full-time Monday to Friday 8am- 4pm*