

**#22-128 Assistant Controller**  
***ADMIN ACCTG, Full Time, Oahu***

The Assistant Controller assists the Controller with managing the accounting operations of the organization. The Assistant Controller is responsible for the maintenance of the general ledger and generation of financial statements and management reports for the Agency and its affiliate organization. Ensures maintenance of complete financial records in accordance with Generally Accepted Accounting Principles (GAAP). Assists in budgeting, forecasting, and other financial analyses. The Assistant Controller must demonstrate an active commitment to Catholic Charities Mission and strive to incorporate the four Core Values in all aspects of daily work.

**EDUCATIONAL & WORK REQUIREMENTS:** Bachelor's degree in accounting from an accredited four-year college or university and a minimum of five (5) years' experience in general ledger accounting and/or financial audit experience.

**EMPLOYMENT CLEARANCE REQUIREMENTS:** Applicable Background Checks, HI State Criminal Check, Driver's License, No-Fault Insurance Card, Access to Insured Vehicle, Education Verification

**DEADLINE TO APPLY: January 13, 2023**