

#24-38 Fiscal Specialist
NIAD HAF, Full Time, Maui (Based on Oahu)

The Fiscal Specialist work with vendors, mortgage companies, Homeowners Association (HOA) entities, landlords and/or property managers to gather specific information and documents needed to process client needs. Assistance includes but is not limited to: performing intakes, investigating resources to provide information and appropriate referrals. In addition, maintains timely, thorough and accurate vendor databases, records and data files. The Fiscal Specialist 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: Must have a two-year college degree (AS, AA) plus a minimum of two (2) years experience working with people.

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

COMPENSATION: \$19.46 - \$21.86

DEADLINE TO APPLY: March 18, 2024

Catholic Charities is an Equal Employment Opportunity Employer
For more information about this and other positions, check out our website at
<https://www.catholiccharitieshawaii.org/careers/>