

#25-20 Assistant Controller
ADMIN ACCTG, Full Time, Oahu

The Assistant Controller assists the Controller with managing the financial accounting and reporting operations for Catholic Charities Hawaii, Catholic Charities Housing Development Corporation, and special and significant programs. 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. Professional certification (e.g. CPA, CMA) is preferred.

EMPLOYMENT CLEARANCE REQUIREMENTS: Credit Check, HI State Criminal Check, Driver's License, Access to Vehicle with Current Valid Registration, Safety Check, and No-Fault Insurance, Education Verification

COMPENSATION: \$79,626.77 - \$91,039.03

DEADLINE TO APPLY: March 31, 2025

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/>