#26-93 Payroll/Benefits Specialist
ADMIN/TR, Full Time, Oahu

The Payroll/Benefits Specialist is accountable for insuring the timely and accurate processing of the organization's payroll and benefits, responding to/resolving employees' questions and problems regarding their total compensation, and performing customer services functions that reflect the agency's Core Values. This position is also responsible for the administration of all benefits and retirement programs, including medical, dental, vision, life insurance, short- and long-term disability and third party sick leave. The Payroll/Benefits 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 Bachelors degree in Accounting, Bookkeeping or Business plus a minimum of two (3) years accounting/bookkeeping, payroll or benefits experience. Direct payroll processing experience may be substituted for a degree. Dayforce experience a plus.

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

COMPENSATION: $63,028.03 - $72,129.10

DEADLINE TO APPLY: December 15, 2026

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/