



FINANCE FACTORS

Finance Factors has been providing financial services in Hawaii for over 60 years. Established by several island families in 1952, the company has grown from a small local enterprise that pioneered personal loans for Hawaii's working class, into Hawaii's largest locally-owned depository financial services loan company.

Today, Finance Factors continues to work diligently to help generations of families fulfill their financial dreams with creative lending and savings products. Finance Factors specializes in residential real estate loans for purchase, refinance, cash-out, and home equity, as well as commercial real estate loans. Finance Factors also offers some of the best rates on certificates of deposit and savings accounts, with deposits insured by the FDIC.

This position is responsible for processing payroll and accounts payables of benefit plans for the family of companies. Maintains payroll records and personnel files. Assists with benefits administration, recruitment, terminations, employee surveys, employee activities, and provides clerical support for the department.

Minimum Qualification Requirements:

- Associate Degree in Accounting or related field, or
- Two years payroll processing and/or accounting experience.
- Experience with payroll and timekeeping software systems (ADP/Ceridian/People Soft)
- Must be proficient with Microsoft Office applications. Strong excel skills.
- Must be able to communicate effectively with all levels of employees regarding payroll issues.
- Must be detailed-oriented.
- Strong mathematical skills required.
- Must be able to multi-task.

Work Schedule:

Monday-Friday, 8:00am - 5:00pm (Flexible)

Benefits:

- Paid holidays, vacation, sick leave, PTO
- Bereavement leave
- Medical, drug, vision
- Dental
- Flex Spending program
- Paid group life insurance and AD&D Insurance
- Gym membership subsidy