



Now Hiring

Office Support Specialist

Maintain accounting records, including balancing the general and subsidiary ledgers, proper posting of transactions from the core to the general ledger, and preparing the monthly/quarterly financial statements and reports. This position will also assist with member servicing, including handling and resolving disputes. The ideal candidate will possess at least three years experience in a similar job function with similar responsibilities in a financial institution environment, or possess equivalent education and work experience. Working knowledge of computers and Microsoft Office is a requirement and the candidate must be able to communicate effectively both verbally and in writing to internal and external members/vendors.

Salary commensurate with education and/or experience.

Benefits Include:

- Medical, Vision, Dental
- Employer Contributed 401(K) & Life Insurance
- M – F Work Schedule
- 14 paid holidays (including your birthday)

Click [HERE](#) for Ewa FCU's Employment Application

Please send application and/or resume to:

Ewa Federal Credit Union

Attn. Manager

PO Box 60459, Ewa Beach, HI 96706

Or email application and/or resume in PDF format only to: info@ewafcu.com

No phone calls, please.

An Equal Opportunity Employer