

Job Title: Operations and Human Resources Coordinator (Part-Time)
Organization: United Way NWA
Hours: Approximately 20 hours per week
Location: Springdale/Hybrid

Position Overview

United Way NWA is seeking a highly organized and detail-oriented Part-Time Operations and Human Resources Coordinator to support our growing team. This role is responsible for managing essential internal operations including human resources administration, payroll coordination, bookkeeping and program administration.

The ideal candidate is a self-starter comfortable wearing multiple hats in a nonprofit environment, maintains strong attention to detail, and works collaboratively with external partners.

Key Responsibilities

Human Resources and Payroll

- Manage HR administration for a small staff, including employee onboarding, personnel records and policy compliance
- Coordinate payroll processing and ensure accuracy of employee compensation and records
- Track employee time, leave balances and required documentation
- Assist leadership with HR policies, benefits coordination and staff support as needed

Financial Administration and Bookkeeping

- Maintain accurate financial records using bookkeeping software
- Perform monthly account reconciliations and maintain organized financial documentation
- Coordinate closely with the organization's external CPA firm for financial reporting, audits and compliance
- Assist with tracking of donor payments in donor management software
- Assist with budget tracking and preparation of financial reports for leadership

Program Administration

- Manage and administer a key organizational program requiring high levels of accuracy and attention to detail
- Maintain program records, track participation and ensure data integrity
- Support reporting and documentation requirements related to the program

General Operations

- Support day-to-day organizational operations
 - Maintain organized internal systems and documentation
 - Assist leadership with administrative tasks and operational improvements
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Qualifications

- Demonstrated initiative and problem-solving skills
 - Experience in HR administration, payroll, bookkeeping or nonprofit operations
 - Strong attention to detail and organizational skills
 - Experience working with accounting or bookkeeping software (e.g., QuickBooks or similar) preferred
 - Ability to manage confidential information with discretion
 - Comfortable working independently in a small, collaborative nonprofit environment
 - Strong communication and problem-solving skills
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Preferred Experience

- Experience working in a nonprofit organization
 - Familiarity with grant reporting or program administration
 - Experience coordinating with external accountants or auditors
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Compensation

- Part-time position, approximately 20 hours per week
 - Compensation: commensurate with experience
 - Flexible scheduling may be available
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How to Apply

Please submit a brief cover letter and resume outlining your experience with HR, bookkeeping, or nonprofit administration to info@unitedwaynwa.org with the subject line “Ops and HR Coordinator”. No in-person or mailed in applications will be considered.