



NPH USA
Raising Children. Transforming Lives.

Employment Opportunity

POSITION: Operations Coordinator
LOCATION: Chicago, IL
COMPENSATION: Competitive; Commensurate with experience
POSTED: May 16, 2018

Summary

The Operations Coordinator directly supports the Accounting Manager. The individual filling this role will be responsible for supporting the day-to-day operations of both the accounting and human resources departments. To be successful in this position, this individual needs to be able to provide accurate and timely communications to both internal and external parties.

Primary Responsibilities and Duties

Accounting

- Provide support to the gift processing department as needed
- Reconcile daily bank activity to entries in the donor database (CRM)
- Process employee reimbursements and credit card expense reports
- Help coordinate the accounts payable and receivable processes
- Provide support during the external audit

Human Resources/General Administration

- Support human resources in recruiting and onboarding new employees
- Assist in the preparation of payroll and administration of employee benefits
- Facilitate the distribution and retention of documents and communications
- Coordinate the filing of state registrations and the procurement of insurance
- Act as a liaison between staff and IT support vendors (phones, computers, etc.)
- Assist and complete other projects as assigned

Skills and Qualifications

- College degree in business or human resources preferred
- Previous experience in an accounting or human resources role preferred
- Experience working with Salesforce.com preferred
- Strong communication skills with previous customer service experience
- Detail-oriented with excellent organizational skills
- Ability to work independently and multi-task to thoroughly complete concurrent projects
- Experience working with Outlook, Word, Excel, Adobe PDF

How to Apply:

Send resume and cover letter to recruiting@nphusa.org. Please no phone calls or outside agencies. NPH USA is an Equal Opportunity Employer. We value diversity in the workplace and encourage applicants from all backgrounds to apply.