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**Accounts Payable & HR Administrative Coordinator**

**Why Join United Way of Central Florida?**

At UWCF, we believe in making a difference every day. Our work impacts lives, strengthens communities, and provides a meaningful career for those who join us. If you're looking for a dynamic and supportive workplace where your skills in finance and HR can contribute to a greater purpose, this is the opportunity for you!

**Position Overview:**  
We are seeking a detail-oriented, personable and highly organized Accounts Payable and HR Administrative Coordinator to join our dedicated team at UWCF. This role will be integral to both our finance and human resources teams, responsible for processing accounts payable and financial functions and providing comprehensive HR administrative support. The ideal candidate will have a strong background in both financial processes and HR administration, with at least 2 years of experience.

**Key Responsibilities:**

*Accounts Payable Duties:*

* Process vendor invoices accurately and timely, ensuring proper coding and approvals.
* Reconcile accounts payable transactions and resolve any discrepancies with vendors.
* Prepare and process payments (checks, ACH, and wire transfers) in accordance with payment schedules.
* Maintain accurate financial records and documentation for auditing purposes.
* Assist with month-end closing activities and provide support during audits.
* Monitor accounts to ensure payments are up-to-date and manage vendor relationships.
* And other financial-related duties as assigned.

*HR Administrative Duties:*

* **Employee Records:** Maintain and update personnel files, I-9 verification records, and confidential medical files in compliance with legal requirements.
* **Onboarding:** Coordinate new hire orientation, including paperwork, drug screens, background checks, benefits enrollment and partnering with IT and leadership to ensure smooth onboarding.
* **Employee Benefits:** Manage employee health benefits enrollment, 403(b) retirement plan forms, and medical/parental leave documentation, acting as the point of contact for benefits inquiries.
* **HRIS Records Management:** Ensure accurate entry of new hire data, including emergency contacts and other personal details, into the HR Information System (HRIS).
* **Administrative HR Support:** Assist with performance management processes, promotions, pay increases, and other employee lifecycle documentation. Serve as local point of contact on HR inquiries.
* Maintain confidentiality and ensure compliance with all HR policies and procedures.

**Qualifications:**

* Associate’s degree in business administration, or a related field.  Bachelor’s degree preferred.
* Minimum of 2 years of experience in accounts payable and HR administration.
* Proven competence in payroll processing is required, though payroll will not be a primary responsibility initially.
* Strong knowledge of HR practices, labor laws, and compliance requirements.
* Proficiency in accounting software desired (e.g. Financial Edge NXT) and HRIS systems (preferably ADP Workforce Now).
* Excellent attention to detail, organizational skills, and the ability to manage multiple priorities.
* Outstanding interpersonal and communication skills, with the ability to interact effectively with all levels of staff.
* Ability to handle sensitive information with discretion and maintain confidentiality.

**Preferred Qualifications:**

* Experience in a nonprofit organization is highly desirable.
* Familiarity with 403(b) retirement plans and nonprofit benefit structures.
* Knowledge of Microsoft Office Suite (Excel, Word, Outlook) and Google Workspace tools.

**Compensation & Benefits**

* **Salary**: $49,000 - $52,000
* **Comprehensive Benefits**: Paid time off, health insurance, and professional development opportunities.  
  **Growth Potential**: This full-time position offers significant opportunities for leadership and impact within our organization.
* This role is an in-office position

**Apply Today!** Submit your resume to **hr@uwcf.org** and take the next step in shaping the future with an outstanding team.

***Diversity & Inclusion at UWCF***

At UWCF, we believe diversity creates a healthier atmosphere. We are an Equal Employment Opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. UWCF is a drug-free workplace. Candidates are required to pass a drug test before beginning employment.