



HR & Accounting Coordinator (*Temp, Part-Time*)

The Public School Forum of North Carolina seeks an HR & Accounting Coordinator to support the day-to-day financial administration and HR operations of the organization. This position will report to the Director of People and Operations and will work closely with members of the HR, Finance and Operations team to ensure accurate financial processing, effective benefits administration, and smooth internal HR operations.

This part-time temporary position, with potential for hire, would be ideal for an experienced professional who is highly organized, detail-oriented, and comfortable working across accounting and HR functions in a small, fast-paced nonprofit environment. The ideal candidate will demonstrate strong organizational and interpersonal skills, attention to detail, and the ability to support multiple operational priorities while maintaining accuracy and confidentiality.

The HR & Accounting Coordinator plays a key role in supporting payroll administration, benefits coordination, and financial documentation and report processes while helping maintain a positive employee experience and ensuring compliance with financial and HR practices.

Primary Job Responsibilities

Payroll, Accounting & Financial Administration

- Process payroll accurately and on time, including time entry verification, deductions, and adjustments.
- Maintain payroll records and ensure compliance with wage and hour regulations.
- Serve as liaison with the payroll vendor to ensure payroll processing and issue resolution.
- Manage accounts payable and receivable, including invoice processing, payment tracking, and documentation.
- Maintain accurate financial records related to payroll and accounts payable.
- Assist with financial reconciliations, audits, reporting preparation, and fraud oversight processes.

Benefits Administration

- Administer employee benefit programs including health, dental, vision, life, disability, and retirement plans.
- Coordinate benefit enrollments, employee changes, and benefit terminations.



- Serve as the primary point of contact for employee benefit questions and support.
- Work with benefits brokers and vendors to resolve issues and ensure accurate administration.
- Reconcile benefit invoices and payroll deductions.
- Support the annual open enrollment process.
- Ensure timely and accurate submission of 401(k) contributions and partner with the Director of People & Operations to maintain compliance.

HR Operations Support

- Support onboarding and offboarding processes for employees.
- Maintain employee personnel files and HRIS records.
- Track employee changes such as compensation adjustments and job updates.
- Assist with time-off tracking and HR compliance documentation.
- Serve as the first point of contact for routine HR, payroll, and benefits inquiries.

Administrative & Operational Support

- Maintain organized documentation and records in accordance with internal policies.
- Assist with special projects and operational initiatives as assigned.
- Contribute to ongoing process improvement efforts that strengthen HR and financial operations.

Required Qualifications

- Associate's degree in a related field or equivalent professional experience.
- 2–3 years of relevant experience in accounting, payroll administration, HR support, or operations coordination.
- Ability to work remotely with availability to work in the office once per week.
- Knowledge of payroll processing, accounts payable administration, and benefits coordination. Experience with Paylocity is a plus.
- Strong attention to detail and ability to maintain confidentiality when handling sensitive financial and employee information.
- Proficiency with QuickBooks Online, Google Workspace, and Microsoft Office. Experience with Sage Intacct is a plus.

Preferred Qualifications

- Experience working in a small business or nonprofit environment.
- Familiarity with payroll systems and HR information systems.
- Basic accounting knowledge and financial documentation experience.



Core Competencies

- Attention to Detail and Accuracy
- Confidentiality and Professional Judgment
- Financial and Payroll Administration
- Organization and Process Management
- Communication and Employee Support

Compensation and Benefits

This is a temporary, part-time position with potential to hire after 4-6 months. Expected weekly hours will average 15 hours, with some flexibility to increase to 20 hours as needed for special projects. Compensation will be \$55/hour. The position requires availability to work remotely with the ability to come into the office once per week. Due to the temporary nature of this position, it is not eligible for benefits or overtime.

How to Apply

Interested candidates should submit a resume and cover letter to jobs@ncforum.org with the subject line “**HR & Accounting Coordinator.**” Applications should be submitted by **3/20/2026**. We recommend applying early as job posting may close if a significant amount of qualified applications are received. A background check is required for employment.

About the Public School Forum of NC

For more than 40 years, the Public School Forum of North Carolina has worked with partners across the state to advance equitable educational opportunity and support public education through research, policy analysis, and innovative programs. In addition to its education research and policy work, the Forum is home to the NC Center for Afterschool Programs (NC CAP), the North Carolina Center for Resilience and Learning, and the Dudley Flood Center for Educational Equity and Opportunity (Flood Center).

Equal Opportunity Employer

It is the policy of the Public School Forum to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation