

Job Title: HR & Accounting Coordinator (Faith-Based Organization, Confidential)

Location: Remote, Jacksonville, FL, or New York area

Type: Part-Time Contractor (with potential for full-time)

About the Organization

A confidential faith-based media and nonprofit organization is developing a digital storytelling platform that is currently in its startup phase. The project combines multimedia storytelling, journalism, and training resources to mobilize believers, equip leaders, and inspire Gospel-centered impact. The organization is preparing for a future public launch and is dedicated to combining professional excellence with a faith-based mission that creates long-term impact through media and community engagement.

Position Overview

The HR & Accounting Coordinator will oversee essential administrative and financial systems across multiple divisions of the organization. This role supports payroll, HR compliance, contractor onboarding, and bookkeeping functions, ensuring operational accuracy and alignment with organizational values. Candidates should be comfortable working in a creative, remote, early-stage environment where systems are still being developed and refined.

Key Responsibilities

- Maintain accurate financial and accounting records for multiple entities
- Process payroll and contractor payments
- Prepare and track 1099 and W-2 forms
- Manage HR documentation, onboarding, and personnel files
- Support compliance reporting for LLCs and a 501(c)(3) nonprofit
- Coordinate communication between leadership and contractors
- Protect confidentiality and handle information with discretion

Qualifications

- Bachelor's degree in Accounting, Business Administration, or a related field preferred (equivalent experience accepted)
- 5+ years of experience in bookkeeping, accounting, HR, or nonprofit administration
- Proficiency with QuickBooks, Gusto, or similar accounting software
- Strong attention to detail, organization, and communication
- Ability to manage multiple responsibilities independently
- Comfortable working within a Christian, mission-driven organization that integrates faith and professional excellence

Preferred

- Experience with nonprofit or multi-entity accounting
- Familiarity with HR onboarding, contractor compliance, and intercompany coordination
- Previous experience serving in a faith-based or ministry-related organization

Compensation

Negotiable based on experience, availability, alignment with the organization's faith-based mission.

To Apply

Submit a resume and a short cover letter describing your relevant experience and your interest in supporting a Christian media and nonprofit organization. Send to faithmediacareers@gmail.com with the subject line: "HR & Accounting Coordinator".