



Campus Compact

Manager, Finance, Payroll, & HR Operations Job Description

Who we are:

Campus Compact is a national coalition of colleges and universities committed to the public purposes of higher education. As the only national higher education association dedicated solely to higher education civic and community engagement, Campus Compact enables higher education institutions to develop students' citizenship skills and forge effective community partnerships. Our resources support senior administrators, faculty, staff, and students as they pursue community-based teaching, scholarship, and action in the service of positive change.

About the role:

The Manager, Finance, Payroll, & HR Administration has day-to-day responsibility for the finance, human resources, operational, and administrative aspects of the organization including collaborating with vendors in each of these areas. This position is a nexus point for our operations and program support, and the Manager will actively collaborate with a diverse set of internal and external stakeholders. As such, we look to this position to lead with highly responsive, timely, clear, and accurate communication, support, and work products – operating and promoting a high level of discretion, trust, sensitivity, care, and understanding. Campus Compact seeks to continue to develop and implement sound organizational practices that allow our staff, members, and partners to innovate and advance our mission.

Essential Responsibilities:

Financial Management and Payroll

- Act as the internal project manager for day-to-day bookkeeping operations, coordinating closely with outsourced accounting partners and VP, Finance & Operations to ensure timely and accurate processing, documentation, and financial data integrity

- Manage payroll administration by collecting all organization-wide payroll changes, and submitting updates for processing to our assigned TriNet payroll manager. Review payroll before sending to VP, Finance & Operations for final payroll approval.
- Design, implement, and maintain processes to support accurate allocation of payroll and operating expenses across departments and classes within QuickBooks Online, in coordination with the VP, Finance & Operations.
- Manage the accounts receivable process, including tracking aging invoices, communicating with program staff about collection, and minimizing bad debt. Deposit checks at the bank weekly.
- Monitor and categorize approximately 30–50 bank transactions weekly, ensuring timely reconciliation and appropriate classification across all revenue and expense accounts.
- Collaborate with the VP, Finance & Operations on the annual audit, including preparing schedules, gathering supporting documentation, and responding to auditor requests.
- Manage 403(b) administration tasks in coordination with our retirement plan partner, including employee onboarding to the plan, entering deduction changes, distributing required annual notices, running reports, and ensuring we are compliant.
- Manage day-to-day relationships with financial vendors ([bill.com](https://www.bill.com)) and institutional accounts (Amazon, FedEx, etc.), ensuring strong internal controls and documentation are in place.
- Create and process outgoing invoices in Bill.com on a weekly basis, ensuring accurate coding and timely payment.

General Administration

- Oversee onboarding and offboarding in TriNet for approximately 30 FT employees and 100 AmeriCorps members. Ensure timely entry, accurate tax jurisdiction setup, and appropriate classification by labor group and department.
- Own benefits administration, including enrolling new hires, communicating life event changes, and serving as the primary liaison to benefits brokers and carriers for updates and required documentation.
- Lead non-profit entity management tasks, including preparing and tracking tax registrations, solicitation licensing, and trademark and intellectual property renewals.

- Monitor and process incoming and outgoing general communications, including organizational email accounts, mail, and shipments (USPS, FedEx, etc.)
- Manage, organize, and maintain the Boston office, including but not limited to tracking, managing, and distributing supplies, technology, and other inventory.
- Provide assistance and help coordinate administrative, operations, and execution of organizational initiatives and engagement (i.e., staff retreat, local board meeting) as needed or requested
- Other related duties as required and assigned

Human Resources Administration

In close partnership with the Senior Advisor, People & Culture:

- Serve as the primary data administrator for our HRIS & Benefits systems and platforms, including ensuring all employee data is correctly entered, updated, and maintained in a timely manner.
- Support HR compliance initiatives, including employee handbooks, and staying up-to-date on state and federal regulation changes – communicating with staff accordingly, ensuring notices and acknowledgements are shared and completed in a timely manner and Campus Compact is in compliance with state and federal regulations
- Ensure employees files are accurately maintained, up-to-date, and in compliance
- Assist in the onboarding process for new hires/staff, including:
 - Ensure proper access to all Finance & HR systems as required and needed (HRIS, Expense Management, etc) and training of staff in related policies and procedures
 - Ensure all required employee documentation is received, processed, and maintained in compliance with state and federal policies and timelines (i.e. i-9 verification and processing)
 - Conduct onboarding meetings to ensure above and introduce the operational and administrative ways of working and needs of Campus Compact (including introducing the CC playbook, benefits, and PTO policies)
- Support the creation and maintenance of policy documentation and training resources and related to organization-wide financial, HR, & admin practices and procedures

Qualifications

- Bachelor's degree in Accounting, Finance, or HR/Business Administration or equivalent years of experience in a nonprofit accounting, finance, or HR department
 - Relevant degree or professional certification, license, and/or credentials in administration, business or nonprofit management preferred.
- At least 5 years of total experience and a minimum of 2 years at a Manager level in finance, HR administration, and nonprofit operations, with demonstrated ownership of multi-system workflows (HRIS, payroll, accounting platforms)
- At least 3 years nonprofit accounting experience including working with complex accounting systems such as restricted funds, deferred revenue, or expense allocation across multiple classes.
- Proficiency in QuickBooks Online and [Bill.com](#) (or similar systems), including transaction categorization, bank feed reconciliation, and accounts receivable tracking
- Experience managing multi-state payroll and benefits administration, including onboarding, I-9 and E-Verify compliance, and employee data accuracy in an HRIS
- Outstanding interpersonal, communication, and customer service skills including a flexible and positive attitude; ability to work with a variety of stakeholders
- High attention to detail and accountability for accuracy, timeliness, and data integrity and a successful track record in setting priorities, task management, problem-solving, and sound decision making
- High degree of responsiveness and the ability to engage and manage multiple detailed-oriented and time sensitive tasks
- Demonstrated experience with office technologies and an aptitude to learn new technologies; familiarity with accounting (e.g. QuickBooks Online) and reporting software preferred.
- Deep personal and professional commitment to equity and inclusion
- Personal qualities of integrity, credibility, and a commitment to maintaining confidentiality

As an employee of Campus Compact you strive to represent & live Campus Compact's Shared Values & Commitments in both how you show up for and work with your colleagues as well as Compact's partners and communities:

- **Equity:** We prioritize full participation and diversity of thought, experience, and background. We center equity in our actions, processes, and practices to uplift diverse voices and perspectives.
- **Growth mindset:** We consistently push ourselves and each other to do and be better. We are motivated by growth—embracing new ideas, prioritizing continuous learning, and meeting challenges head-on.
- **Accountability:** We recognize that long-term change requires individual and shared ownership of personal and organizational actions. We own our mistakes, give each other grace, collaborate openly, and hold ourselves to high standards of integrity.
- **Responsiveness:** We ensure our offerings, resources, and approaches are flexible, grounded in feedback, and responsive to the challenges of our time.
- **Transparency:** We are direct and authentic within our team, with our members, and with our partners. We know that building trust starts with consistent, honest, and transparent communication.

Physical requirements

- This is primarily a sedentary position requiring the ability to sit at a desk and use a computer and phone most of the day.

Internal and external contacts

- Compact staff and AmeriCorps members
- Campus representatives
- Business, administration, and financial vendors
- Funder administrative contacts
- Campus Compact accountants and auditors

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function in a satisfactory manner. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements:

- This is primarily a sedentary position requiring the ability to sit at a desk and use a computer and phone most of the day.
- Minor bending and lifting periodically (mostly related to help with events and office management needs)
- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Additional Information:

- **Location:** Remote – Hybrid reasonable commute to Boston office preferred and additional compensation available for Hybrid
 - We are a primarily remote organization with an office in Boston.
 - Though this position can work remotely anywhere in the continental U.S. they have responsibilities that may require visits to our Boston office.
 - For those not located near the office, this may require travel during the year to support office functions.
 - Hybrid Candidates must live within a reasonable commuting distance to our Boston office (MA, NH, RI) and be willing to have a Hybrid working schedule – these candidates will receive additional compensation (see below)
 - In addition, occasional travel is required for all staff regardless of location for staff gatherings and Compact Events.
- **Reporting Structure:** Reports to VP, Finance & Operations
 - Additionally, this position will work closely with the Senior Advisor, People & Culture
- **Compensation:** \$75,000
 - An additional \$5,000 location-based salary adjustment for Hybrid candidates (those located within a reasonable commuting distance to our Boston office 1-2x a week depending on time of year)– for a total annual salary \$80,000
- **Benefits:** Campus Compact provides a competitive benefits package, including national healthcare coverage, generous paid time off, and an employer retirement contribution. The organization prioritizes employee well-being and professional development and lives out those values through a flexible work environment, an inclusive and caring culture, and dedication to professional development.
 - Organizational Breaks:

- Winter Break: Dec. 24th – Jan. 1st
- Summer Reset: Week of July 4th

We would like this position to start as soon as is reasonably possible, but ideally no later than Tuesday, January 6, 2026.

To Apply:

Please email a **Resume** and **Acknowledgement/Answers to the Following Questions** in a separate document to FPHRAmanager@compact.org

Acknowledgement:

1. Please indicate if you are interested in the Fully Remote or Hybrid position, and that you are able to travel on occasion, regardless of Remote or Hybrid.

Experience & Qualifications (Short Answer)

1. Financial Project Management (500 words max)

Tell us about a financial project you managed from start to finish, what was the context, what were you trying to achieve and what were the results?

2. Nonprofit Accounting (500 words max)

Tell us about your experience with nonprofit accounting, including the complexity of the books you've managed

3. Benefits, Compliance, & HR Administration (500 words max)

We don't expect a candidate to have in – depth compliance expertise in all 50 states, and so we are curious to hear an example of how you ensured compliance in situations where you didn't have previous experience (state-specific, new HR policy, benefit implementation, etc.), particularly if you have an example working in a remote setting.

4. Relationship & Task Management (500 words max)

How do you balance the very tactical aspects of this work, while also remaining people-centered?

5. **“Yes And...”**: Is there anything else you would like to share about your unique perspective, approach, or commitment you would bring to this role? (Optional but also 500 words max)

****Applications will be reviewed on a rolling basis until the position is filled, with priority given to applicants who apply by **October 27th, 2025**.**

Campus Compact strives to attract and retain a diverse and talented staff who will contribute to the organization’s goals, mission, and vision. We encourage individuals of all ethnic, racial, religious, and socioeconomic backgrounds to apply. Campus Compact is committed to increasing our team’s diversity, consistent with the values of our network. Campus Compact is committed to providing equal employment opportunities to qualified individuals. It does not discriminate based on race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, height, weight, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member), or any other basis prohibited by law.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Campus Compact participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. Campus Compact will only use E-Verify once you have accepted a job offer and completed the Form I-9.