ZONTA INTERNATIONAL
Human Resources and Accounting Coordinator

Would you enjoy providing human resources and accounting support for a mission-based, non-profit organization where your work will make a difference?

Zonta International seeks a permanent Human Resources and Accounting Coordinator who shares our passion to build a better world for women and girls.

Who you are:

You are a self-directed individual with a solid knowledge of human resources and accounting. You are proficient at simultaneously navigating multiple projects and contributing to the efforts to build a sustainable organization capable of delivering on the promises of our strategic plan.

What you will focus on:

You will support the executive and finance departments in administering various human resources and accounting activities for the organization. Core duties:

Finance:
- Review, code and process accounts payable invoices, credit card statements, petty cash and expense reports.
- Maintain documents in both an electronic storage system and paper files.
- Maintain invoice and contract files and support contract renewals for the organization.
- Provide information for the annual audit and 990 tax filing.
- Assist the Director of Finance with the annual IRS subordinate list.
- Assist with the preparation of the biennial budget.
- Manage accounting department email.

Human Resources:
- Facilitate and coordinate recruitment process for new hires.
- Manage technology changes for new hires and employee departures (computers, phones, etc.).
- Support questions to benefit vendors and distribution of information to employees.
- Manage employee PTO.
- Coordinate staff training and development programs, including new employee onboarding, leadership development, skills-based training, harassment prevention training, and compliance-related training.
- Support the Executive Director and Director of Finance with the timely completion of the annual performance evaluation process.
- Update and maintain the organizational chart and emergency contact lists.
- Coordinate employee recognition, celebrations, and annual team outing.
- Manage HR posters and notifications to staff.
General Administration:
- Coordinate maintenance of office equipment: copier, postage meter machine, phones.
- Manage technology inventory.
- Support for other departments, including major mailings, as required.
- Provide overflow support to Executive Director and Executive Operations Coordinator as required in Board meeting months.
- Complete general assigned duties and projects as assigned by the Executive Director including tasks for upcoming conventions.

What you will bring:
- Minimum three to five years office-based experience in non-profit accounting, human resources or related function.
- Demonstrated customer service experience.
- Excellent written and verbal communication skills.
- Excellent organizational skills and ability to think and act strategically.
- Strong problem-solving skills, and detail oriented.
- Strong computer skills and highly proficient with Microsoft Office Suite.
- Ability to work independently.
- Ability to maintain confidentiality.
- Ability to communicate effectively with members and volunteer leaders from various cultures and regions.
- Second language a plus.
- Bachelor’s degree, or associate degree with commensurate work experience.

What we offer:
- A team that genuinely cares for and discusses issues related to women and girls.
- Ability to establish a personalized daily 7.5 hours work schedule with a start time between 7:00 am and 9:00 am. Note: some overtime hours are required based on priorities throughout the year.
- Paid time off and holiday pay (11 paid holidays).
- Generous health insurance benefits, 401K, and life and disability insurance.
- A convenient office location adjacent to the Oak Brook Center Mall, with covered parking and easy access to expressways.

Location (hybrid):
- This position is located in Oak Brook, Illinois.
- The staff works remotely four days a week and in-office a minimum of one day a week (Wednesday).
- Additional in-office work is required for training and special meetings including orientation and onboarding.
If you are interested in gaining experience in a position where your work makes a difference and you have the opportunity to meet people from around the world, we would love to hear from you. To express interest, please submit a cover letter and resume to: jobs@zonta.org.

Zonta International is an Equal Opportunity Employer. An official job description will be provided to candidates before an interview. This position requires a background check as part of the final consideration process. Visit www.zonta.org to learn more about our organization.

Zonta International’s commitment to diversity, equity, and inclusion

Since 1919, Zonta has been working to create a more equitable future for women and girls. We believe that fostering a diverse and inclusive global community is a powerful platform to bring about the social change needed to make our vision for gender equality a reality. As a global organization, Zonta International values the contributions of members of all backgrounds, regardless of age, ethnicity, race, color, ability, religion, socio-economic status, culture, sexual orientation, or gender identity. We believe that a diverse community of members is essential to our ability to achieve our mission to create a more equitable future.

We strive to be an organization where everyone feels empowered to be their full authentic selves. We celebrate multiple approaches and points of view and know that different ideas, perspectives, and backgrounds create a stronger and more creative environment to better serve our members and achieve our mission for gender equality. We welcome differences and strive to ensure that all voices are valued and heard. While we have more work to do, we are committed to the values of diversity and inclusion across all Zonta International activities and initiatives.

About Zonta International

In 1919, a group of forward-thinking executive women came together in Buffalo, New York, to use their combined expertise in service to their community. Not satisfied with the predominantly social nature of many women’s organizations at the time, the women who founded Zonta envisioned a new kind of service organization – one that would promote professionalism among its executive members while serving the needs of girls and young women in the community.

One hundred years later, the legacy of Zonta’s early members can be seen and felt through nearly 1,100 Zonta clubs in 63 countries across the globe. While the world has changed dramatically over the last century, more than 26,000 Zontians today remain committed to the professionalism, fellowship and service that led Zonta’s visionary founders to come together.

Today, Zonta’s history extends beyond the community service of each individual Zonta club. Zonta International has provided more than US$50.1 million through the Zonta Foundation for Women to empower women and girls and expand their access to education, health care, economic opportunities and safe living conditions. Zonta's vision
will not be achieved by monetary donations alone. At the local, national and regional levels, Zonta clubs and individual Zontians are advocating for laws and policies that ensure gender equality and help every woman and girl realize her full potential.