

NEWPORTONE

Position: Employee Experience & Compliance Coordinator

Position Summary:

Newport ONE is seeking a highly organized, detail-oriented professional to join our agency in a unique hybrid role that sits at the intersection of people, operations, and finance. This 30-hour/week salaried position plays a critical part in keeping the agency running smoothly by supporting employees throughout their lifecycle, ensuring compliance, and helping maintain the financial processes that power our business.

From managing benefits and supporting hiring and onboarding, to coordinating state registrations and assisting with operations, this role is a central hub for both employee experience and operational excellence. You'll work closely with leadership across the organization, serving as a go-to resource for HR and finance-related questions while helping to streamline processes and keep everything on track behind the scenes.

This is an ideal opportunity for someone who thrives in a fast-paced, collaborative environment, enjoys wearing multiple hats, and takes pride in bringing structure, accuracy, and care to both people-focused and financial work.

We are 100% employee owned and an entirely remote (work-from-home) agency, focused on finding the best talent wherever they reside. Newport One is an equal opportunity employer and encourages people of all backgrounds to apply because we believe our diversity makes us stronger.

Key Responsibilities:

Benefits Administration

- Administer employee benefit programs, including health, dental, vision, disability, COBRA, and retirement plans.
- Coordinate benefit enrollments, changes, and terminations.
- Serve as the primary point of contact for employee questions related to HR, benefits, and payroll.
- Partner with benefits brokers to ensure accurate administration and support open enrollment.

Employee Support

- Maintain up-to-date job descriptions and post openings across relevant platforms.

- Screen candidates, conduct initial interviews, and provide recommendations to hiring SVPs.
- Support onboarding and offboarding processes.
- Assist with employee relations matters and HR compliance documentation.
- Update and distribute the Employee Handbook annually.
- Coordinate employee recognition efforts, including birthdays, anniversaries, and related communications.
- Manage inventory of employee-related materials and supplies as needed.

Compliance and State Registrations:

- Partner with external firms to ensure state registration compliance.
- Maintain accurate registration records and documentation.
- Verify client charity compliance with state registration requirements.
- Provide guidance to SVPs on compliance processes and requirements.

Operations & Financial Support

- Support administration of accounts payable and reimbursement systems.
- Provide visibility into customer and vendor payment status.
- Assist with bookkeeping, reconciliations, audits, and reporting preparation.
- Serve as a liaison for internal accounting-related inquiries.
- Maintain organized financial documentation in accordance with internal policies.
- Support special projects and contribute to process improvements across HR and financial operations.
- Provide administrative support to business units as needed.

Preferred Qualifications

- Associate's degree in a related field or equivalent professional experience.
- General understanding of human resources, office processes, financial procedures.
- Experience with Paychex Flex, Stamplicy, Sage 100, QuickBooks Online a plus.
- Proficiency in Microsoft Office, Excel, and Google Workspace.
- Strong communication, organizational, and problem-solving skills.
- Ability to manage multiple priorities in a remote work environment.
- Strong interpersonal skills
- Experience working in a small business or agency 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
- Operation support and administration
- Organization and process management
- Excellent communication skills

Salary, Benefits, and Perks

- The salary range for this 30-hour/week position is \$65,000 - \$78,000 with annual performance bonus potential
- Unlimited vacation
- Medical, dental, and vision benefits with premiums fully paid for individual employees
- Opportunity for annual bonus
- 401(k) plan with up to a 4% employer match
- Remote, work-from-home position
- Professional development opportunities

How to apply:

Please submit resumes to Careers@newportone.com.