

ALONZO KING LINES BALLET

Title: Payroll and Benefits Administrator
Reports to: Director of Finance
Key Relationship: Director of Human Resources
Hourly Rate: \$31.00 - \$32.00 an hour
Start date: 10/01/2023

Join an internationally acclaimed arts organization at a pivotal time in its history. Celebrating 41 years, Alonzo King LINES Ballet (LINES) is part of the cultural fabric of San Francisco and known around the globe for its impact on shaping the future of ballet and dance education. Founded by visionary choreographer Alonzo King, the organization has been recognized for its world-premiere performances featuring unique collaborations and transformative education programs that nurture creativity, self-discovery, empathy, and risk-taking.

The payroll process is an integral part of the LINES administrative team. You will be responsible for processing all payroll-related forms, answering payroll questions, providing guidance on benefits, and providing special project tasks as requested. This is a part-time, hybrid position, 20 hours a week.

Tasks

Employee Onboarding:

- Process paperwork for new employees and enter employee information into the payroll system.
- Support Director of Human Resources to ensure proper classification of independent contractors and employees, including obtaining all relevant paperwork, tax forms

Payroll Processing:

- Distribute and collect timecards each pay period.
- Compile employee time, production, and payroll data from time sheets and other records.
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- Issue and record adjustments to pay related to previous errors or retroactive increases.
- Process employee paychecks and statements of earnings and deductions.
- Notify accounting of cash requirements prior to payroll funding date.
- Remit employee 403(b) contributions and FSA deducted from their paychecks to our third party administrator and any other employee deductions (garnishments, etc.)
- Responsible for the integrity of the payroll system (Paychex), includes maintaining and updating payroll records in a timely manner (personal information, banking, emergency contact, tax exemptions, department transfers, hiring, terminations, pay increases, worker compensation classification, etc.)
- Maintain Paychex interface to QuickBooks Online. Work with accounting to reconcile payroll entries (as necessary), answer questions as they arise and update employee information as required.

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- Keep track of leave time, such as vacation, personal, and sick leave, for employees. Support accounting department to manage vacation accrual.
- Provide information to employees and managers on payroll matters, tax issues, benefit plans, and collective agreement provisions, worker compensation reporting.

Benefits Administration:

- Process all new hire benefits
- Support Director of Human Resources with annual open benefits enrollment
- Complete, verify, and process forms and documentation for administration of benefits, such as pension plans, and unemployment and medical insurance.
- Answer questions concerning employee benefits
- Ensure all insurance benefits are paid on a timely basis. Provide supporting documentation to accounting each month.

Other:

- Conduct verifications of employment.

Work Activities

- Getting Information
- Processing Information
- Documenting/Recording Information
- Interacting With Computers
- Performing Administrative Activities
- Communicating with Supervisors, Peers, or Subordinates
- Evaluating Information to Determine Compliance with Standards
- Organizing, Planning, and Prioritizing Work
- Establishing and Maintaining Interpersonal Relationships
- Identifying Objects, Actions, and Events

Qualifications

- 1+ years directly related payroll processing experience
- Strong communication skills
- Strong analytical skills
- Benefit processing
- Prefer Paychex or similar experience
- Attention to detail
- Strong organizational skills

For consideration, please forward resume to Elizabeth.lopez@linesballet.org reference Payroll Processor in subject line

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LINES embraces a workforce that reflects the exceptional diversity of the Bay Area and our country. Equal employment opportunities are available to all applicants without regard to race, color, religion, age, sexual orientation, sex, gender identity and expression, national origin, physical and mental disabilities, marital or partner status, pregnancy and military status.

The Company offers generous benefits, including a hybrid work environment, 100% Employer paid health plan, dental and vision coverage, pre-tax commuter benefits, 403(b) retirement plan, generous paid time off, and unlimited discounted dance classes for full-time employees. LINES Ballet is an equal opportunity employer.