

ALONZO KING LINES BALLET

Title: **Payroll Administrator**

Reports to: Director of Finance

Key Relationship: Director of Human Resources

Hourly Rate: \$35 an hour

FLSA Status: Part-time, Non-Exempt

ABOUT ALONZO KING LINES BALLET

Join an internationally acclaimed arts organization at a pivotal time in its history. Celebrating 41 years, Alonzo King LINES Ballet is part of the cultural fabric of San Francisco and known internationally 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 artistic collaborations. Our company and programs nurture creativity, self-discovery, empathy and risk-taking.

We invite and encourage you to learn more about us here: <https://linesballet.org/>

Position Overview:

The payroll process is an integral part of the collaborative, LINES administrative team. You will be responsible for owning the payroll process, supporting staff and company needs regarding payroll, helping with on/offboarding, benefits administration and special projects as requested. This is a part time hybrid position, 20-25 hours a week with a higher concentration of hours during payroll weeks.

Payroll Processing:

- Responsible for driving communication to staff/managers about payroll and timecard due dates.
- Responsible for compilation of employee time and payroll data including deductions and reimbursements. Verification of attendance, hours worked and pay changes with accurate postings to Quickbooks and Paychex.
- Maintains Paychex to Quickbooks interface online.
- Review of all time sheets, wage computation accuracy and other info to reconcile payroll discrepancies. Issue and record any adjustments required.
- Completes payroll prep and entry in a timely way for adequate review by Finance and HR. Notifies Accounting of cash requirements prior to payroll funding date.
- Manages LINES Payroll inbox – prompt response to inquiries. Provides support to staff and managers on payroll matters, W2 questions, benefits.
- Monitor/record/track any pay discrepancies through to resolution.
- Prompt response to process and communicate Re: wage garnishments and earnings withholdings.

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- Monitor accurate leave balances in accordance with company policy such as vacation, sick, personal. Supports finance dept in managing vacation accruals.
- Maintains Paychex data integrity with high degree of accuracy and makes wage or personnel changes as needed.
- Takes the lead on oversight of out-of-state quarterly tax filing reports in partnership with Paychex.

Employee Onboarding & Offboarding Support:

- Send new hires onboarding documents. Process completed paperwork for new employees and set up employee profiles in payroll system and LINES internal digital file system.
- Calculate final wages and prepare timely preparation of checks and separation materials.
- Support Director of Human Resources to ensure proper classification of independent contractors and employees, including obtaining all relevant paperwork, tax forms.

Benefits Support:

- Process new hire benefits, sets up and tracks accurate payroll deductions.
- Support Director of Human Resources with annual open benefits enrollment.
- Remit employee 403(b) contributions and FSA deducted from their paychecks to our third party administrators.
- Ensure all insurance benefits are paid on a timely basis. Provide supporting documentation to accounting each month for terms/adds.

Other:

- Prompt response to all employment verifications and EDD claims.
- Support during audits and Workers Comp insurance document prep as needed for pay data information.
- Ad hoc report pulling to support HR and Finance needs.

Qualifications

- 3-4 years full-cycle payroll processing experience. Paychex and Quickbooks preferred.
- High attention to detail and ability to audit own work to ensure data and pay accuracy.
- Proactive, clear communicator with Finance, HR and LINES staff.
- Has a strong customer-service orientation and can-do attitude.
- Independent problem-solver. Ability to communicate/anticipate and resolve pay issues.
- Familiar with payroll best practices, staying current with industry trends and labor laws that affect pay.
- Prior experience supporting benefits administration.
- Strong analytical capabilities and systems thinking.

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- Has an auditing mindset and can prepare and organize payroll documentation accordingly.
- Prior experience supporting a pay or HRIS system is ideal as we implement a Time & Attendance system Spring 2024. The payroll administrator will be a key member of this initiative.

For consideration, please forward resume to Anne.Cliatt@linesballet.org

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.