

Long Wharf Theatre Job Posting

Payroll and Business Office Assistant

Department: Administration

Reports to: Director of Finance

Direct Reports: N/A

Classification: This is a part-time (20-25 hours/week), non-exempt (hourly) position

Compensation: \$25.00/hour

How to apply: Please submit resume and cover letter to human.resources@longwharf.org. Please include in the subject line: "Payroll/Business Assistant"

The Invitation:

Long Wharf Theatre is a gathering place dedicated to producing boundary-breaking theatre with and for its kaleidoscopic communities. We believe that theatre is for everyone, and that art and activism can live side by side. We are committed to building boundary-breaking theatre with, for, and by the greater New Haven community. We are seeking a Payroll and Business Office Assistant to assist with payroll and business office functions.

The Work Environment and Culture:

The leadership at LWT cares deeply about staff culture and development. Members of the LWT staff are encouraged to engage in courageous conversations within departments and interdepartmentally. There is a belief within the organization that great art comes from great relationships. LWT supports and cares for team members as a reflection of the quality of artistic exploration on our stages.

The Duties (including, but not limited to):

Payroll

- Prepare weekly payroll for hourly and salaried staff.
- Manage and maintain employee payroll deductions and reimbursements.
- Manage payroll deferrals such as 403b, FSA, wage garnishments, etc.
- Contact ADP to resolve payroll related issues.
- Upload payroll into Blackbaud Financial Edge NXT.
- Distribute paychecks, W2s, etc.
- Prepare and provide reports to relevant departments about payroll.
- Perform additional payroll and employment related duties as assigned by supervisor.

Additional Duties

- Maintain new hires, terminations, and employee profiles in ADP.
- Gather employment information from Hiring Managers, such as contracts, employment category, pay rates etc.
- Maintain personnel files.
- Assist in 1099 preparation and annual audit.
- Record journal entries in Blackbaud Financial Edge NXT.
- Reconcile balance sheet accounts.
- Manage fixed assets.
- Manage employment surveys such as TCG Salary Survey.
- Quarterly tax filings as needed.
- Maintain compliance with all company policies and procedures.
- Attend trainings in administrative procedures as required.
- Attend safety trainings as required.

The Skills & Expertise Needed:

- Proficiency in ADP Workforce Now.
- Experience working in Blackbaud Financial Edge NXT preferred.
- Strong knowledge of tax and wage laws. Knowledge of CT labor laws is a plus.
- Strong computer literacy including Microsoft Word and Excel.
- Ability to work independently, to prioritize, and to multi-task.
- Must be able to talk, listen, and speak clearly on telephone.
- Ability to keep information confidential.
- Commitment to working within an organization dedicated to advancing anti-racism, gender equity, and radical inclusion.
- Provable eligibility to work in the US.
- **Full vaccination against COVID-19 is required as a condition of employment.**

The Experience Needed:

- Proven experience in a payroll position in a fast-paced environment required.
- Interest in/knowledge of live theatre or the performing arts.

COVID-19:

- Full vaccination against COVID-19 is required as a condition of employment.