



Payroll Services Manager

The Music Center is one of the largest and most highly regarded performing arts centers in the country. As L.A.'s performing arts destination, The Music Center has long been at the forefront of presenting innovative and critically acclaimed programs and events. With four iconic theaters and four renowned resident companies – Center Theatre Group, the LA Master Chorale, the LA Opera and the LA Philharmonic – and recognized for its illustrious dance programming, *Glorya Kaufman Presents Dance at The Music Center*, The Music Center is a destination where audiences find inspiration in the very best of live performance, as well as nationally recognized arts education and free and low-cost arts engagement experiences. With *The Music Center On Location*, the non-profit performing arts organization brings events and activities to locations outside of its Downtown Los Angeles campus. The Music Center also programs and manages Grand Park, a 12-acre adjacent greenspace, with year-round free programming.

The Music Center is currently searching for a **Payroll Services Manager**.

The Payroll Services Manager manages and coordinates the payroll operations of The Music Center and will work under broad supervision reporting to the company Controller.

The Payroll Services Manager assumes full responsibility for and supervises and directs the department Payroll Clerk. In addition, the successful candidate will provide payroll technical expertise, guidance, and control to accounting staff working on payroll operations. The position maintains extensive contact with the Controller, regular contact with Chief Financial Officer, and Human Resources.

PRINCIPAL DUTIES AND RESPONSIBILITIES INCLUDE:

Supervises processing of the weekly payroll and manages payroll workload to meet operational requirements including ensuring payroll is processed in an accurate, compliant and timely manner.

Oversees and guides payroll processing including time card inputs, systems calculations and processing, running required reports and verification of on-cycle and off-cycle processing within the system; ensures accuracy of information.

Maintains the accuracy and integrity of employee payroll records; supervises preparation and entry of new employee records, salary and position changes, payroll deductions and all other related functions, including garnishments, state disability benefits, worker's compensation and vacation/leave status; prepares and enters employee records and data as needed. Establishes and maintains procedures to check all payroll data changes on the system.

Coordinates and monitors payroll activities; develops documents and maintains procedures for payroll functions; ensures compliance and uniform application by all payroll-related staff; provides consistent review and guidance to payroll clerks; coordinates the annual salary program and benefit enrollment programs.

Coordinates the weekly, quarterly, and semi-annual payment of Federal and applicable State payroll taxes and related submissions; processes annual W-2's for all employees; coordinates the necessary support for reporting requirements of The Music Center.

Coordinates preparation of employee payroll deduction submissions to health and insurance carriers, union dues and to the employee savings plans.

Ensures that The Music Center payroll operations are in compliance with the Federal and various state laws; maintains awareness of current laws and regulations; works closely with Human Resources and ensures understanding and compliance with The Music Center policies; work with Auditors to ensure compliance with internal controls along with coordinating Worker's Compensation audit.

Undertakes ad-hoc and special projects

KNOWLEDGE, SKILLS AND ABILITIES:

Bachelor's degree with coursework in accounting or taxation is required; or equivalent combination of education and experience.

ADP CPP designation is preferably and highly desirable.

Extensive knowledge of ADP payroll (Workforce Now preferred), and basic knowledge of accounting software and basic understanding of accounting required.

5-7 years of experience in payroll operations in positions with increasing responsibilities and supervising payroll staff required.

Thorough knowledge of payroll practices and Federal and State laws related to payroll required, including ACA reporting.

Must have experience and understanding of current payroll regulations.

Excellent interpersonal skills with ability to be inclusive, collegial and develop effective working relationships; must be a team player.

High stress tolerance and ability to work effectively with competing priorities and tight deadlines.

Excellent written and verbal communications skills; strong administrative and supervisory skills; analytical skills; ability to maintain confidentiality and integrity of payroll data

Expert level Microsoft Excel and basic Word skills desired.

Ability to interpret union contracts is a plus but not required.

Prior implementation experience is also a plus but not required.

Experience working with an arts organization and/or non-profit organization is a plus.

PLEASE NOTE: Currently the position is working remotely, however, a return to the office environment will be required when the Center reopens as per County and CDC guidelines.

VACCINATION POLICY

The Music Center requires its employees to be vaccinated against COVID-19, subject to certain exemptions as required by law. New hires working at The Music Center must be fully vaccinated no later than 60 days after hire and until they are fully vaccinated will be required to submit weekly proof of negative laboratory COVID-19 test and submit to additional masking and social distancing requirements. Please contact The Music Center's Human Resources Department for a copy of the vaccination policy.

SALARY:

Commensurate with experience.

HOW TO APPLY:

Candidates who wish to be considered please submit a cover letter, resume along with salary expectation to: Jobs@musiccenter.org or fax (213) 972-8029. Incomplete submissions will not be considered.

EQUAL OPPORTUNITY EMPLOYER