

TITLE: Payroll Specialist
STATUS: Full time, Hourly, Non-Exempt
PAY RANGE: \$26-\$28 per hour
SUPERVISOR: Controller
APPLICATION DEADLINE: Open Until Filled

ABOUT VILLAGE THEATRE

Based in Issaquah, WA, with operations in Everett, WA, Village Theatre is a leading producer of musical theatre in the Pacific Northwest. Producing entertaining, quality productions since 1979, Village Theatre has grown into one of the region's best-attended theatres, with pre-Covid numbers reflecting just over 18,000 Mainstage season subscribers and 220,000 projected total attendance each season. Through its Village Originals program, Village Theatre is nationally recognized for its contribution to the development of new musicals, having supported the creation of over 175 new works to date. Village Theatre also takes pride in nurturing tomorrow's audiences through its Youth Education programs, serving over 56,000 young people and their families annually.

DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY

Theatre lies at the intersection of storytelling and community. The stories we tell represent and influence our shared human experience. We believe that to tell these stories authentically, it is essential to employ equitable practices that are inclusive of and led by a diverse and culturally rich community. Village Theatre has a responsibility to mindfully support and design the impact these stories have on the audiences we serve, the artists we engage, the students we nurture, and the staff we entrust. Centering Diversity, Equity, Inclusion, and Accessibility in our work allows us to create a storytelling space that welcomes, celebrates, and honors all people.

More information about our journey to be an anti-racist organization and our DEIA Committee can be found here: <https://villagetheatre.org/deia/>

ABOUT THE POSITION

Under the direction of the Controller the Payroll Specialist is responsible for all aspects of weekly and bi-weekly payrolls including payroll preparation, processing of union and non-union payroll, distribution of payroll checks, payroll data maintenance and related activities. In addition, they will be responsible for creation and filing of union reports and ensuring payments are submitted on time. Responsible for answering general payroll and union inquiries. Position also includes some finance responsibilities, including reconciliations, and general ledger entries related to Payroll.

PRINCIPAL RESPONSIBILITIES

1. Payroll

- a) Maintain a current knowledge of applicable state and federal wage and hour laws and payroll tax laws. Advise Controller of areas of potential non-compliance.
- b) Responsible for all computerized and manual payroll-processing activities including, but not limited to, calculation of payrolls, review of time records, and paycheck delivery.
- c) Calculate payroll deduction payments for garnishments, wage orders, union dues, parking and other special deductions.
- d) Prepare advances for actors who request pay advances.
- e) Set up necessary deductions for actors such as Equity dues, agents fees, or 401K deductions and remit payments as required.
- f) Maintains the integrity of the employee database in Paycom systems in conjunction with Human Resources. Adhere to applicable controls and prepare payroll summary documents.
- g) Prepare GL entry to upload into accounting software from Paycom. Resolve any issues regarding financial system interface.
- h) Prepare and submit the necessary payroll reports and information. Assure on-time delivery of all required reporting.
- i) Prepare necessary check requests, stop payments and re-issuance of checks, and supporting documentation to assure timely payment to union locals, benefit programs, and retirement plans as well as to applicable federal, state and county agencies.
- j) Responsible for ensuring quarterly and annual payroll reports, including W-2 Wage & Tax Statements, are filed within deadline requirements.
- k) Manage garnishments, child support, levies, and other court-mandated orders in coordination with the Human Resources department.
- l) Maintain employee vacation accrual and sick accrual balances.
- m) Maintains all levels of confidentiality especially with sensitive payroll information.
- n) Completes and submits weekly and monthly union reporting of benefits. Respond and resolve union inquiries in coordination with the Controller.
- o) Secures and files confidential weekly payroll documentation, timesheets, contracts, emails, and other documents as needed to process payroll.
- p) Be aware of all Village Theatre policies and procedures regarding payroll and benefits issues and coordinate with Controller and HR for company-wide adherence.
- q) Performs other duties as may be assigned.

2. Accounting

- a) Reconcile payroll and payroll related liability accounts for month end.
- b) Assist in prep for yearly audit.
- c) Assist Controller with projects or other tasks as assigned.

YOUR SKILLS AND EXPERIENCE

- Associates degree or 2 years of payroll experience.
- Experience with Paycom or other payroll systems preferred but not required.
- Strong attention to detail.
- Ability to maintain confidentiality.
- Ability to prioritize tasks and accomplish them in a timely manner.
- Sound interpersonal skills including written and verbal communication.
- Helpful attitude and willingness to solve problems for staff experiencing payroll issues.
- MS Office products proficiency preferred.
- Experience with MIP Fund Accounting software a plus.
- Available to work overtime when needed.

COMPENSATION

The hourly for this position ranges between \$26.00-\$28.00

Additionally, Village Theatre offers a comprehensive benefits package including Medical, Prescription, Dental & Vision Insurance; 403 (b) Retirement Plan with employer match; paid Vacation, Holidays, and Sick time; Flexible Spending Account; Life and AD&D insurance. Additional information, such as waiting periods and premium rates, will be made available to final candidates.

APPLICATION INSTRUCTIONS

Village Theatre is committed to equitable hiring practices that center the matching of skills, interests and learned experience over education requirements and previous employment. All applications will be redacted to provide anonymity for the candidate, then reviewed by a diverse hiring committee consisting of at least three individuals. The committee will create a rubric for assessment using the criteria from the job description. The committee will make recommendations on who should move on to the interview process based on the assessment.

Candidates who are asked to interview can expect a conversational, non-confrontational environment focused on questions that speak to experiences. We wish to remove any barriers to interviewing for our candidates and as such, interviews can be in person or over zoom, and at a time of day that works for the candidate. We will ask about and will meet accessibility needs. Following an interview process, every candidate interviewed will receive a phone call to share the outcome.

To apply, please e-mail your resume and cover letter to: resumes@villagetheatre.org with **“PAYROLL SPECIALIST”** and your last name in the subject line. PDF Format is preferred. No phone calls, please.