



Position Description

Title: Payroll Specialist
Department: Business
Position Status: Regular Part-Time, Non-Exempt
Effective Date: Upon Hire

Position Overview:

Under the supervision of the Director of Finance & Operations, the Payroll Specialist is involved in all key functions of payroll operations. The Payroll Specialist is responsible for maintaining and ensuring the integrity and accuracy of Oregon Ballet Theatre's HRIS & Payroll System, ensuring strict compliance with company and regulatory standards, processing payroll on a semi-monthly schedule, and interacting closely with all levels of staff. The role shall also be responsible for managing overall payroll functions, and be knowledgeable of regulations around garnishments, leaves of absence, benefits, payroll reporting, taxes, etc. Experience with union payroll is preferred. The work related to this position directly supports Oregon Ballet Theatre's mission and reflects the organization's core values and highest ethical standards.

Essential Functions:

- Compiles payroll data such as hours worked; monies to be withheld for taxes; employee contributions to insurance and retirement plans; etc., from time sheets and other records. Maintains accompanying schedules
- Updates master payroll records by verifying and recording changes affecting net wages such as federal and state tax exemptions, insurance coverage, etc., and data concerning compensation increases, promotions, and/or transfer of employees between departments.
- Computes wages and deductions, reviews for accuracy, and posts to payroll records.
- Prepares and issues paychecks.
- Prepares periodic reports of earnings, taxes, and deductions.
- Maintains records for vacations and sick-day eligibility.
- Maintains professional appearance and neat work area.
- Ability to investigate and resolve payroll issues.
- Ensure strict compliance with company and regulatory standards.
- Create Journal Entry for recording in QuickBooks
- Supports accounting team with AP/AR tasks as needed.
- Other duties as assigned

Experience & Skills:

- Excellent communication skills (including listening, speaking).
- Ability to read, speak and understand English.
- Ability to interpret a variety of instructions furnished in written, oral, or schedule form.
- Ability to multi-task.
- Ability to work alone, self-motivate and manage one's own time.
- Physical ability to use computer hardware/software.

- Team player with a positive attitude
- Organized and extremely detail-oriented
- Ability to prioritize
- Deadline-oriented
- Research skills
- General math skills

Education & Work Experience

- H.S. Diploma/Equivalent required, 4-year college degree a plus
- Experience working with a payroll service provider, ADP-Workforce Now a plus
- Advanced Excel skills a plus
- Experience using QuickBooks
- Computer literate (MS Word, Advanced Excel, Outlook,)
- Experience working with unions preferred, but not required

Equity:

OBT is committed to a diverse, racially and culturally inclusive, and equitable workplace in which differences broaden our awareness, enrich our daily experiences, and contribute to our collective strength. We seek to understand, acknowledge, and mitigate inequities in ballet in general, and at OBT specifically.

Our Culture:

Across our organization, OBT is committed to creating a culture characterized by the following: Kind. Positive. Solution-Oriented. Gratitude. Candid. Forgiving. Learning. Trust. Teamwork. Diverse, Equitable and Inclusive. Disagree Well. Compassionate. Ambassadors. Accountable.

Accommodations:

As part of our commitment to equity, OBT will make reasonable accommodations to enable individuals who are differently abled to perform the primary responsibilities of this job.

Security Clearance:

OBT conducts background checks after a conditional offer of employment is made. A background check finding does not automatically preclude employment. OBT reviews the results of each background check individually and assesses them on a case-by-case basis for context and relevance to a job.

Working Conditions:

This job operates in a shared professional workspace in our Bancroft Offices which includes rehearsal studios, as well as in large public theaters during season performances. During COVID, much work is conducted remotely offsite.

Supervisory Responsibility

This position has no supervisory responsibilities.



Position Type and Expected Hours of Work

This is a part-time position expected to range from 20 to 25 hours per week. Typical days and hours of work are Monday through Friday, between the hours of 9:00 a.m. to 5 p.m. or as scheduled by the Director of Finance & Operations. Hybrid in office and remote work is allowed.

Travel

No travel is expected for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

Oregon Ballet Theatre is committed to advancing equal employment opportunities. Our policy is to make all employment-related decisions without regard to an employee's race, color, creed, religion, age, national origin, marital status, mental or physical disability, sexual orientation, or any other basis prohibited by local, state or federal law. We are committed to a diverse and cultural inclusive workplace in which our differences broaden our awareness, enrich our daily experiences and contribute to our collective strengths. This policy applies to all personnel activities including employment, promotion, compensation and termination.

Oregon Ballet Theatre does not tolerate sexual harassment of any employee by another employee, supervisor, vendor, or customer for any reason.