



Position Description

Title: Payroll & Executive Support Specialist
Department: Business
Position Status: Full-Time; Benefit-eligible; FLSA Exempt
Effective Date: Upon Hire

Position Overview

Under the supervision of the Director of Finance & Operations and the Human Resources Manager, the Payroll & Executive Support Specialist is involved in all key functions of payroll operations. This position 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 multi-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.

Under the direction of the Executive Director, this position will serve as a main point of contact and administrative liaison for Oregon Ballet Theatre's Board of Trustees as well as the Executive and Artistic Director.

Essential Functions

Payroll:

- 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 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.
- Assists with Human Resources Onboarding functions.
- Other duties as assigned.

Administrative:

- Serve as the main point of contact and administrative liaison for Oregon Ballet Theatre's Board of Trustees by coordinating the logistics of all Board Meetings (in-person and virtual); assist with the curation of Board Meeting agendas; format and edit all Departmental Reports that are submitted to the Board (as part of Board Book materials); take meeting minutes and submit them to the Board Secretary for Board approval; distribute Board related materials; maintain all Trustee-related documents and update Oregon Ballet Theatre's Trustee website + Board of Trustees page on the Oregon Ballet Theatre website; regularly support administrative functions of the Board Committees.
- Oversee logistics and event management for hybrid (in-person and virtual) Board Meetings annually and other Special Meetings as needed. Provide support to the Executive Director and Board Chair to finalize the meeting agenda and coordinate all meeting speakers.: Take the lead and coordinate all A/V needs, catering, meeting space identification and confirmation, and more).
- Update and maintain the Board of Trustees' database, only accessible to members of the Oregon Ballet Theatre Board and Team. The Board database includes all of Oregon Ballet Theatre's Board documents, policies, Bylaws, contact information, archived documents, upcoming/archived meetings, and more. Ensure Board e-lists with assistants, etc. are up to date and distributed to the Executive Director and are readily accessible to members of the Oregon Ballet Theatre team.
- Administrator for Board Committees as needed: Coordinate meetings, assist with the curation of Meeting agendas, distribute materials.
- Send regular and timely updates and reminders to the Board of Trustees with news, availability requests, schedule changes, and any other pertinent information on behalf of the Oregon Ballet Theatre team.

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 accommodation 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.

Supervisory Responsibility

This position has no supervisory responsibilities.

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.

Work Schedule

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 or Executive Director. The position may require occasional evening and weekend work. Hybrid in office and remote work is allowed.

Compensation

This position starts at \$50,000-\$55,000 annually, and provides full benefits, including: employer-paid medical, dental, and vision insurance; life insurance; and 25 days off annually (15 days PTO and 10 holidays). In addition, employees may elect and self-fund the following benefits: 403(b) retirement plan; short-term and/or long-term disability insurance; flexible spending account for health-related expenses and/or childcare; and additional life insurance.

Travel

Travel is minimal and is primarily local during the business day.

Other Duties

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 culturally 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.