

**The Smith Center for the Performing Arts
Job Description
Payroll Administrator**

EMPLOYEE NAME	JOB TITLE Payroll Administrator
SUPERVISOR NAME Tina Rice	SUPERVISOR TITLE Controller
SUPERVISE None	POSITION(S) SUPERVISED N/A

The Smith Center for the Performing Arts is at the heart of downtown's 61-acre urban development, Symphony Park. Slated to open March 2012, the venues include the 2,050-seat Reynolds Hall, the 300-seat Cabaret Theater, and a 200-seat studio theater. Designed to address the needs of community residents, The Smith Center will offer a blend of performances by local arts groups as well as first-run touring attractions. It will be an anchor adding vitality, diversity, arts education, outreach programs and cultural appeal to the entire valley. The Las Vegas Philharmonic and The Nevada Ballet Theatre will be resident companies at The Smith Center. In addition, The Smith Center will function as an active rental venue, able to host a wide variety of performances and events in its theaters, lobbies and other dramatic spaces.

All employees at The Smith Center share and live our vision, values and mission:

- **Vision:** To be recognized as one of the leading performing arts centers in America
- **Values:** Integrity in all that we do, Respect for all people, Inspiration for artists and audiences Service excellence, Education through the arts, Sustainability Operational and environmental (**IRISES**)
- **Mission:** Build and sustain a world-class performing arts center that is embraced by the community and is recognized as a vital force in supporting artistic excellence, education and inspiration for all

SUMMARY OF DUTIES AND RESPONSIBILITIES

Support the finance department Controller by processing payroll for The Smith Center employees. Process payroll bi-weekly, maintain employee information in the time-keeping and payroll system, post all payroll journal entries, reconcile general ledgers, provide reports on payroll related items. This is not a repetitious position; proven ability to work on multiple tasks and assignments simultaneously is expected and required. The ideal candidate has experience processing payroll in a Finance or Accounting Department.

PRIMARY DUTIES AND RESPONSIBILITIES (80%)

- Process payroll bi-weekly for all employees of The Smith Center
- Maintain employee information in the time-keeping and online payroll applications
- Work with HR and other departments to accurately maintain all employee records

- Create and post all payroll journal entries, including monthly accruals
- Reconcile payroll related general ledgers and resolve out of balances
- Prepare payroll related reports using the online payroll application
- Determine payroll liabilities by approving the calculations of employee federal and state income and social security taxes, and employer's social security, unemployment, and worker's compensation payments
- Maintain employee confidence and protect payroll operations by keeping information confidential
- Comply with federal, state, and local legal requirements by studying existing and new legislation, enforce adherence to requirements and advise management on needed actions
- Resolve issues using reasonable judgement and applied experience
- Provide superior customer service and work effectively with all staff
- Provide administration for our employee benefits, including medical insurance, flexible spending accounts, and retirement benefits

SECONDARY DUTIES AND RESPONSIBILITIES (20%)

- Provide reports for annual 401K retirement audit and annual financial audit
- Work with auditors to analyze data and answer questions
- Perform general clerical duties such as scanning, photocopying, faxing, mailing, and filing related to accounts payable, accounts receivable and payroll
- Maintain payroll guidelines by writing and updating policies and procedures
- Assist with other tasks within the accounting department, including but not limited to account reconciliations, accounts payable, ticketing entries, reporting and budgeting
- Develop and implement new ways of processing existing tasks to create more efficiency within the department
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks
- Participate in self-guided learning to discover new ways of utilizing all applications
- Assist department with other projects as needed

QUALIFICATIONS NEEDED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High School Diploma or equivalent required
- College degree preferred, however, relevant experience as a payroll administrator or similar position may be substituted

- 2+ years payroll processing experience preferred
- Proven experience with general ledger account reconciliations including month end closing processes and general knowledge of accounting principles is highly preferred
- Proven ability to multitask (work on multiple items throughout the day), and successfully adapt to changes in procedures in a start-up work environment

Communications Skills

- Excellent communication skills (both oral and written)
- Must be able to deal effectively with people

Analytical Skills

- Ability to establish priorities, work independently, and proceed with objectives with minimal supervision
- Must maintain superior attention to detail
- Ability to examine and evaluate data and report findings

Reasoning Ability

- Excellent interpersonal skills
- Ability to deal with a range of styles and behaviors

Computer Skills

- Advanced knowledge of and ability to use word processing, spreadsheet and internet applications
- Proficient in use of Microsoft 2000 or later, particularly Excel and Outlook is required
- Experience with Microsoft Dynamics GP accounting software preferred, but not required
- Experience with ADP Payroll Processing preferred, but not required

Certificates, licenses, Registrations

- None required

Physical Tasks Required

- Occasionally required to lift 50 pounds or more

Other Skills and Abilities

- Desire and ability to accept all levels of challenges
- Available to work evenings and weekends as required
- Highly organized and ability to work in a fast paced environment
- Desire to work as a team player and assist when and where needed
- Exhibit a professional appearance

- Maintain a dependable, professional and courteous office environment

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.