

Long Wharf Theatre Job Posting

Payroll Specialist

Department: Administration
Reports to: Business Manager
Direct Reports: N/A
Classification: This is a part-time (20-25 hours/week), non-exempt (hourly) position
Compensation: \$22.50/hour
How to apply: Please submit resume and cover letter to human.resources@longwharf.org.
Please include in the subject line: "Payroll Specialist"

The Invitation:

Long Wharf Theatre is a gathering place dedicated to producing boundary-breaking theatre with and for its kaleidoscopic communities. We believe that theatre is for everyone, and that art and activism can live side by side. We are committed to building boundary-breaking theatre with, for, and by the greater New Haven community. We are seeking a Payroll Specialist to process payroll and maintain the employee payroll database.

The Duties (including, but not limited to):

- Distribute and collect employment forms.
- Gather employment information from Hiring Managers, such as contracts, employment category, pay rates etc.
- Manage and maintain employment profile, status, and pay rate in database.
- Manage and maintain employee payroll deductions and reimbursements.
- Prepare weekly payroll for hourly and salaried staff.
- Distribute paychecks.
- Maintain personnel files.
- Distribute W2s.
- Prepare and provide reports to relevant departments about payroll.
- Perform payroll and employment related duties as assigned by supervisor.
- Contact ADP to resolve payroll related issues.
- Maintain compliance with all company policies and procedures.
- Attend trainings in administrative procedures as required.
- Attend safety trainings as required.

The Skills & Expertise Needed:

- Proficiency in ADP Workforce Now.
- Strong knowledge of tax and wage laws. Knowledge of CT labor laws is a plus.
- Strong computer literacy including Microsoft Word and Excel.
- Ability to work independently, to prioritize, and to multi-task.
- Must be able to talk, listen, and speak clearly on telephone.
- Ability to keep information confidential.
- Commitment to working within an organization dedicated to advancing anti-racism, gender equity, and radical inclusion.
- Provable eligibility to work in the US.

The Experience Needed:

- Proven experience in a payroll position in a fast-paced environment required.
- Interest in/knowledge of live theatre or the performing arts.

The Work Environment and Culture:

The leadership at LWT cares deeply about staff culture and development. Members of the LWT staff are encouraged to engage in courageous conversations within departments and interdepartmentally. There is a belief within the organization that great art comes from great relationships. LWT supports and cares for team members as a reflection of the quality of artistic exploration on our stages.

***Full vaccination against COVID-19 is required as a condition of employment.**