



425 Lafayette Street
New York, NY 10003

Payroll Administrator

The Public Theater is seeking an organized Payroll Administrator to join the Public's Finance staff. The Payroll Administrator's primary responsibility is timely and accurate payroll submission in a fast-paced, dynamic environment. The Payroll Administrator will report to the Manager of Finance and Payroll and work closely with the Finance Assistant and HR team.

Key Role Accountabilities:

Payroll:

- Provide timely, accurate data entry in latest version of ADP Workforce Now
- Enter new hire data and collect/review time sheets and timecards
- Review weekly payroll reports for any issues or discrepancies
- Ensure timely and compliant termination processing including vacation payouts and final deductions
- Execute correct and timely year end W-2 process, including making all adjustments
- Respond to employees' paycheck questions in a professional and timely way, acting as the main contact for such questions
- Lead distribution of paychecks each week
- Respond to timecard exceptions by emailing employees and their supervisors
- Maintain high level of data integrity for input into ADP

Financial:

- Input weekly journal entries into our financial system, Financial Edge, ensuring accurate labor coding
- Prepare and complete payroll-related submissions to 403b, transit, ACA, commuter benefits, and worker's comp
- Assist in preparation for mandatory filings related to Payroll, i.e. 990 and 5500
- Prepare worksheets and other documents for the annual audit
- Prepare monthly workers comp allocation and journal entry

General:

- Serve as backup to the accounts payable processor
- Other duties as assigned

Key Role Requirements:

- Experience in non profit or arts finance or business, preferably in the Payroll or AP functions
- Experience with ADP a huge plus
- Impeccable attention to detail
- Experience working in a fast-paced environment with multiple competing deadlines
- Ability to handle matters of utmost confidentiality
- Basic knowledge of financial strategies, systems, processes and regulatory obligations
- Good understanding of Public Theater mission, strategies and programming
- Excellent communication skills

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is a Non-Exempt full-time position, according to the Fair Labor Standards Act.

Please send resume, cover letter, and salary expectations to recruiting@publictheater.org