

POSITION: Human Resources & Payroll Manager
DEPARTMENT: Human Resources
CLASSIFICATION: Permanent
LOCATION: Remote/ On-site
FLSA STATUS: Full-time/ Exempt
SUPERVISOR: Director, Employee Engagement and Human Resources

A midtown Manhattan cultural organization, New 42's mission is to make extraordinary performing arts and cultural engagement part of everyone's life from the earliest years onwards. We do this work through the New Victory Theater (New York City's premier theater for kids and families) and New 42 Studios ("Broadway's secret laboratory").

JOB OVERVIEW: The Human Resources & Payroll Manager oversees activities relating to New 42's payroll, benefits, and HRIS processing, including developing, implementing, and monitoring all performing internal/external audit and control procedures and financial reporting. The individual will be New 42's expert for all payroll, benefits, and HRIS administration. This role will also have a dotted-line reporting function for New 42's Finance Department.

DUTIES AND RESPONSIBILITIES:

PAYROLL & FINANCE:

- Process payroll for hourly, salaried, and temporary employees; including reviewing and importing hours from the time and attendance system, entering tax and direct deposit information, administering regulatory requirements, e.g., garnishments, tax levies, support orders, and other adjustments to payroll as necessary
- Enter and update weekly payroll journal entries
- Implement and maintain payroll best practices to improve efficiency and consult with the human resources and finance team to improve payroll and HRIS processes
- Evaluate and implement payroll/HRIS systems upgrades and changes
- Monitor quarterly tax credit reports in conjunction with the Finance Department
- Verifies payment of HR-related invoices associated with accounts payable and ensures fees are charged to the appropriate accounts
- Maintain and update payroll registers within New 42's financial software (Financial Edge)
- Provides outside financial auditors with assistance; gathers necessary account information and documents to assist in annual audit
- Oversees the production of periodic financial reports; ensures that the reported results comply with generally accepted accounting principles or financial reporting standards
- Produces scheduled and ad-hoc reports pertaining to payroll and human resources requirements.

BENEFITS:

- Administer all employee benefit programs, including enrollments and terminations
- Coordinates and conducts new employee on-boarding training and benefits presentations to ensure employees gain an understanding of benefit plans and enrollment provisions
- Fulfills all governmental regulatory mandates and ensures filings are performed as required
- In conjunction with Director, plans and conducts annual open-enrollment, including preparation (or revision) and distribution of materials, conducting meetings to communicate changes to employees, arranging for virtual/on-site representation by providers, and processing changes within deadlines
- Plans and conducts reports results of audits to ensure all enrollments are accurate and that dependent information is correct for each employee
- Addresses benefit inquiries to ensure timely and accurate resolutions. Maintains contact with employees and beneficiaries to

- facilitate proper and complete utilization of benefits for all employees.
- Processes monthly invoices from providers. Reviews for accuracy and approves for payment in a timely manner. Resolves discrepancies with payroll and carriers.
- Oversee and manage both, sick and vacation accruals/policy and paid leave/leave policies (FMLA, PFL, and Disability) for all employees.
- Coordinate with a third-party administrator to manage PFL, FSA, 403b and disability claims according to plan design.
- Administers online COBRA enrollments/changes, and responds to unemployment and workers compensation claims.

HRIS ADMINISTRATION:

- Maintains employee personnel files and records (electronic and paper) and other documentation for employees, including on-boarding/off-boarding of employees, forms for employment status changes. Also coordinates pre-employment paperwork and processes.
- Prepares statistical summaries and reports from the HRIS involving payroll information, performance management, demographic data, and other employee data
- Assists in maintaining data integrity in systems by running reports, analyzing data, and reviewing source documents for accuracy.
- Generates files/reports such as the EEO1/Vets 100, annual non-discrimination testing for benefits plans, annual reports, as well as other ad-hoc reports as requested.
- Recommends business process improvements having an HRIS component.
- Perform other related duties as required and assigned.

QUALIFICATIONS, EXPERIENCE, KNOWLEDGE, AND SKILLS:

- At least 5+ years of experience administering payroll, HRIS, and benefits processes required; work experience should include knowledge of essential human resources and payroll practices, benefits administration, compliance, or other related experience.
- Bachelor's degree required, Master's degree preferred
- CEBS, CPA, and/or PHR/SHRM-CP certification preferred
- Extensive knowledge of payroll functions, including preparation, balancing, internal control, and payroll taxes
- Must have strong knowledge of a variety of computer software applications, including payroll, benefits, time & attendance, and HRIS and financial systems
- Experience with PayPro, ADP, and Financial Edge a plus
- Must have a high level of interpersonal skills to handle sensitive and confidential situations
- Strong understanding of Human Resources processes and terminology, payroll and benefit procedures, including eligibility and enrollment rules.
- Demonstrates exceptional analytical skills and ability to create useful and actionable reports from data
- Possess strong organizational skills and the ability to complete multiple tasks at once with high volume deadlines during peak periods
- Strong attention to detail and ability to edit and proofread
- Has the ability to respond quickly and accurately to requests; ability to provide excellent customer service

New 42 is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind: New 42 is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, predisposition or carrier status, disability, age, military or veteran status, or any other status protected by applicable law.

New 42 is committed to anti-oppressive practices in all departmental business processes; we aim to prioritize and advance as an anti-racist and anti-oppressive organization.