

## **Payroll Accountant**

***The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking a Payroll Accountant***

### **About the Adrienne Arsht Center for the Performing Arts of Miami-Dade County**

Set in the heart of downtown Miami and designed by world-renowned architect Cesar Pelli, the Adrienne Arsht Center for the Performing Arts of Miami-Dade County is one of the world's leading performing arts organizations and venues. Spotlighting legends and serving as a launch pad for local artists to make their mark on the international stage, the Center presents nearly 500 events each year across its eight flexible, state-of-the-art performance spaces. The Center programs 12 signature series, including the largest jazz series in South Florida, the biggest flamenco festival on the East Coast, and a robust program of new theatrical works as well as free programming for the community and an arts education program that serves nearly 30,000 children each year. Since opening in 2006, the Arsht Center, a 501C3 non-profit organization, has emerged as a leader in presenting innovative programming that mirrors South Florida's diversity as well as a catalyst for billions of dollars in new development in the downtown area. The Center includes the 2,200-seat Knight Concert Hall, the 2,400-seat Ziff Ballet Opera House, a 200-seat flexible space Carnival Studio Theater, and the 57,000-square-foot central Thomson Plaza for the Arts outdoor performance space.

The Adrienne Arsht Center is proud to be home to three artistic resident partners:

- Florida Grand Opera: formed in 1994 by the merger of Greater Miami Opera and The Opera Guild Inc. of Fort Lauderdale FGO stands as one of the oldest performing arts organizations in Florida. It combines a rich history of presenting internationally-acclaimed artists, lesser known operas by great composers as well as commissions of works of living composers.
- Miami City Ballet: is among the largest ballet companies in the country. Since 1986, MCB has toured more than 100 U.S. cities, Europe, Great Britain, South America, Central America, and Israel. MCB currently performs in four counties in Florida with an active repertoire of 98 ballets.
- New World Symphony, America's Orchestral Academy: prepares graduates for leadership position in orchestras and ensembles around the world. Since its inaugural concert in 1988 NWS has performed around the globe.

**Position Summary:**

Reporting to the Assistant Vice President, Finance and Controller, the Payroll Accountant is responsible for processing union, non-union, hourly, salary payroll, maintenance, custody of payroll, accounting records and the performance other general accounting duties. The ideal individual prioritizes and plans work activities and uses time efficiently; demonstrates accuracy and thoroughness; monitors own work to ensure quality; identifies and resolves problems in a timely manner; responds promptly to requests for service and assistance and meets commitments.

**Responsibilities:**

ESSENTIAL FUNCTIONS: The following are examples of the various functions required. The job requirements are not limited to items on this list.

- Review, code, process and distribute payroll. Administer all aspects of payroll utilizing the payroll system, which includes electronic computing and transmitting.
- Prepare tax deposits and tax filing reports.
- Maintain accurate payroll files.
- Serve as back-up for the processing of transactions in the human resource module.
- Prepare analysis of accounts, as required.
- Assist in monthly closings.
- Assist senior Finance staff in all payroll related budget preparation, input and balancing.
- Coordinate and prepare pertinent information for external accounting firm and auditors.
- Research payroll discrepancies and recommend resolution for discrepancies and problems.
- Ensure the accuracy of payroll classifications.
- Prepare and enter various journal entries into the general ledger.
- Compile payroll data such as garnishments, vacation time, insurance and 401(k) deductions.
- Review and distribute W-2 forms.
- Prepare reports, write business correspondence and assist in the development and update of procedural manuals as it pertains to payroll.
- File, order supplies and perform miscellaneous duties for department.
- Assist in processing cash receipts and disbursements as needed.
- Communicate with co-workers, management, clients, and others in a courteous and professional manner.
- Perform other duties as assigned.

**Required Qualifications:**

- At least two years of college or technical school study.
- Minimum three years of related bookkeeping or payroll experience using an automated system and a solid understanding of payroll tax laws.
- Proficiency in MS Office software.
- Ability to maintain confidential information.
- Ability to communicate effectively both in written format and oral presentation.
- Ability to multi-task and establish priorities.
- Ability to maintain organization in a changing environment.
- Exhibits initiative, responsibility, flexibility and leadership.
- Excellent attention to detail

**Desired Qualifications:**

- Ability to work well in a team environment.
- Experience in not-for-profit entities.
- Multi-lingual
- Preference for a multi-ethnic and multi-lifestyle workplace.

**Physical Demands:**

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate, and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and or move 20 pounds of materials.
- While performing the duties of this position, the employee may frequently climb and work from a ladder or lift and/or work in confined spaces.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

Qualified Candidates should send resumes with cover letter and salary requirement to:

Email: [resumes@arshtcenter.org](mailto:resumes@arshtcenter.org), with Payroll Accountant search in the title line.

**The Adrienne Arsht Center is an Equal Opportunity Employer**