

## **The Los Angeles Philharmonic Association is currently seeking a: Payroll Coordinator**

Founded in 1919, the Los Angeles Philharmonic Association presents, and promotes the performing arts in its varied forms at the highest level of excellence to a diverse and large audience, at Walt Disney Concert Hall, the Hollywood Bowl, and The Ford.

### **Position Summary:**

The Payroll Coordinator will be responsible to assist with weekly payroll and benefits processing, manage ad hoc requests and work with the team on payroll-related special projects.

### **Position Elements:**

- Work with team to validate timecard entries in UKG., time adjustment forms and missing timecards
- Assist in processing new hires ensuring all paperwork is received and validated
- Work with team to process weekly payroll.
- Assist with validation of processing of weekly payrolls.
- Prepare weekly and monthly check requests for union dues and other payments
- Act as backup for preparation of other union & non-union payrolls.
- Be available to work some evenings and weekends, as seasonal requirements necessitate, including rotating weekday and weekend shifts during Hollywood Bowl season.
- Assist with inquiries and request from the organization, audits and other payroll matters as needed.

### **Position Requirements:**

- Certified Payroll Professional (CPP) preferred.
- Experience processing union payroll.
- Strong communication skills required.
- Experience with not-for-profit, performing arts organizations a plus.
- Working knowledge of California Labor Codes.
- Undergraduate degree in Accounting, Finance, or similar.
- Proficient with Microsoft Suite (Excel, Word, Outlook, etc.).
- Experience using Kronos or similar HRIS and timekeeping tools preferred.
- Ability to prioritize and to work on several projects simultaneously.
- Must be detail oriented.
  
- Dedication and commitment to engage in and promote diversity, equity, and inclusion within the staff, vendors, and within interactions with the surrounding community is a must
- Secondary language fluency is a plus

### **COVID Workplace Safety Requirements**

This position will require you to interact with employees, patrons, vendors and others who may or may not be vaccinated or recently tested. You will be required to wear personal protection equipment (PPE) required by the LA County Department of Public Health

protocols and the LA Phil. You agree to comply at all times with the LA Phil's COVID-19 Prevention Plan, including testing and vaccination requirements.

**How to apply:**

Complete the online application by clicking [here](#).

- Complete the application with all pertinent information.
- At the end of the application, a confirmation page will appear when your submission has been successful

The Los Angeles Philharmonic Association will consider for employment qualified Applicants with Criminal Histories in a manner consistent with the requirements of the FCIHO.

**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Los Angeles Philharmonic Association embraces and is committed to diversity and inclusion within our staff, musicians, guest artists, audiences, and surrounding communities. The Association does not discriminate on the basis of race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information, genetic information, marital status, gender, gender identity, gender expression, military status, veteran status, or any other basis protected by federal, state, or local law. Consistent with the law, the Association also provides reasonable accommodation for disabled applicants and employees in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act, for pregnant employees who request an accommodation with the advice of their health care providers, for pregnancy, childbirth or related medical conditions; for employees who are victims of domestic violence, sexual assault or stalking; and for applicants and employees based on their religious beliefs and practices.