



JOB DESCRIPTION

Job Title: Payroll and Benefits Specialist
Department: Finance
Reports To: Finance Manager
FLSA Status: Non-Exempt, Full Time

Organization: The Apollo is a commissioner and presenter; catalyst for new artists, audiences, and creative workforce; and partner in the projection of the African American narrative and its role in the development of American and global culture.

Position Summary: Responsible for processing the weekly payroll, preparing the payroll journal entry, ensuring the accuracy of the allocated payroll, processing all payroll benefits, counting and processing the cash obtained from the Box Office, Merchandise, Bar and Concessions Departments and serving as a backup to the Accounting Manager. Provides support to Director of Finance and Finance Manager as needed. Reports to the Finance Manager.

ESSENTIAL JOB FUNCTIONS

- Prepares Weekly Payroll – processes paperwork for new hires and enters payroll data into payroll system.
- Prepares weekly payroll journal entry and allocated payroll journal entry.
- Prepares union reports and ensures ATF’s compliance with union compensation rates.
- Processes biweekly 403(b), child support, and garnishee and lien payments.
- Ensures payroll compliance with various union contracts.
- Cross-trains to provide backup for vendor payables.
- Performs quarterly payroll reconciliation of Kronos and Prestige payroll reports to the General Ledger.
- Reviews the quarterly payroll reports for accuracy and reports any discrepancies to the Director of Finance and Prestige immediately.
- Prepares monthly payroll bank reconciliation.
- Ensures the confidentiality and security of all payroll reports.
- Maintains the e-time system and provides training to staff on e-time as needed.
- Benefits Administration:
 - 403(b) Plan - enrollment of new hires
 - Ensure ATF’s compliance with Workers Compensation
 - Ensure ATF’s compliance with NYS Disability Laws
- Works with department heads to standardize payroll submissions and deadlines.
- Designs electronic interface between e-time & ADP and ADP and Accounting System.
- Enhances time clock procedure to capture event codes at swipe process.
- Creates payroll, benefits manual for accounting department.

Qualifications: To perform this job successfully, an individual must be able to perform each essential

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duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, and/or competency required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- Bachelor's degree in Accounting, Finance, or a related field
- Minimum 2 years of experience in the Accounting field as a Payroll Accountant or Payroll Specialist

Required Competencies

- Excellent attention to detail
- Exceptional mathematical and calculation skills
- Verbal and written communication
- Ability to work with a team
- Knowledge of different types of payroll software
- Knowledge of payroll, garnishments and benefits distribution
- Multitasking abilities

COVID-19 VACCINATION

Full COVID-19 vaccination required as a condition of employment; however, reasonable accommodations will be considered for medical- and religious-based reasons.

To apply, send a cover letter and resume to human.resources@apollotheater.org. Please place the word(s) **"Payroll and Benefits Specialist"** in the subject header of your e-mail.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.