

Part-Time Payroll & Accounts Payable Administrator

Reporting to the Finance Manager, the Payroll and Accounts Payable Administrator will be responsible for processing all aspects of weekly payroll for part-time, union and non-union employees. This position will also be responsible for processing accounts payable and credit card reconciliations.

The ideal candidate has experience in processing both payroll and accounts payable, thrives in a fast-paced environment and can troubleshoot payroll and accounting issues as they arise. They have customer service experience, a demonstrated enthusiasm for the arts and can work collaboratively with colleagues across a growing organization.

This position is classified as part-time non-exempt. The Lyric Theatre of Oklahoma is an EOE (equal opportunity employer).

- **This is a part-time position working 16 - 20 hours per week.**
- **Work schedule: Monday – Thursday 9:00am – 2:00pm.**

Essential Job Functions:

Payroll, Hiring & Benefits:

- Generate weekly payroll for approximately 30 - 150 employees depending on the season.
- Collect, review and process timesheets, obtain approvals from managers and follow up on missing timesheets.
- Process payroll changes (new hires, terminations, employee updates) and perform quality reviews of data.
- Set up and maintain employee personnel files and review for correct documentation.
- Assist with on-boarding of new employees.
- Report new hires to the State of Oklahoma.
- Conduct background checks.
- Process employment verifications and unemployment claims.
- Prepare and distribute annual W2s and 1099s forms.

Accounts Payable/Accounting:

- Post invoices and credit card receipts into QuickBooks.
- Maintain vendor files.
- Reconcile credit card statements.
- Prepare weekly deposits and take them to the bank.
- Prepare and reconcile show money bags.

Additional Responsibilities:

- Answer Lyric Theatre admin phone line as needed.
- Order and maintain office supplies.
- Ability to operate Business Office in Finance Manager's absence.

Education/Experience:

- High School diploma or equivalent.
- Associates degree in a business-related field (preferred but not required).
- At least 3 years of experience working in a business office setting.

- At least 3 years of experience processing payroll and accounts payable.

Required Knowledge, Skills, and Abilities:

- Three or more years of payroll experience.
- Solid understanding and working knowledge of payroll processes and systems.
- Knowledge of state and federal payroll wage and tax laws and overtime requirements.
- Strong proficiency in Excel.
- Working knowledge of QuickBooks payroll systems (preferred).
- Ability to multitask and work well under pressure and in a fast-paced environment.
- Strong interpersonal skills, including the ability to communicate professionally, effectively and discreetly with colleagues, volunteers, vendors and donors.
- Meticulous attention to detail and superior organizational skills.
- Proficiency in QuickBooks, MS Office Suite and Google products.
- Fundamental accounting knowledge.

Compensation:

Compensation will be commensurate with experience. Please provide salary requirements with your application.

Application Process:

Interested candidates should submit a resume in Word or PDF format to business@lyrictheatreokc.com. No phone calls, please.