

The mission of the Idyllwild Arts Foundation is changing lives through the transformative power of art.

The Idyllwild Arts Academy provides pre-professional training in the arts and a comprehensive college preparatory curriculum to a diverse student body of gifted young artists from all over the world.

The Idyllwild Arts Summer Program provides arts instruction and experiences of the highest caliber to a diverse student population of all ages and abilities.

Idyllwild is a small town located at over 5,000 feet on the western slopes of California's San Jacinto Mountains. Even though it seems far from the hustle and bustle of city life, the town and campus frequently hosts music festivals, prominent speakers and artists, and community events. Also, it is only two hours by car to Los Angeles and San Diego.

OPPORTUNITY: Payroll & Benefits
LOCATION: Idyllwild, CA
REPORTS TO: Human Resources
STATUS: Full Time – Non-Exempt
SUPERVISES: None

Position Summary:

Under general supervision of the Human Resources Manager, performs all phases of payroll preparation, distribution and maintenance of the Payroll and Employee Benefits administration, audits, and payment requests for eligible employees.

Essential Functions:

- Under minimal supervision compiles and enters personnel and payroll data and calculates payroll
- Reviews changes to the basic payroll file and make corrections
- Computes and disburses wages and salaries; calculates hours worked, overtime earnings if any, gross pay, deductions, taxes and other withholdings, and net earnings
- Coordinates payroll processing with outside service provider
- Reports payroll and related information to Federal, State and other government agencies as required
- Applies advanced knowledge relative to calculating withholdings and deductions in unique situations where state wage and hour law is involved
- Reviews and imports employee time into the payroll system via ADP Time & Attendance software, as approved by department managers
- Calculates and processes special checks, reviews, edits and makes corrections and adjustments as needed
- Provides information to Finance department for reporting purposes and for annual audit
- Provides detailed information for workers compensation reporting and audits
- Coordinates completion of all necessary and mandated paperwork to new hires
- Provides verbal orientation and review of Employee handbook to all new hires
- Provides guidance to staff and management on payroll and benefit issues
- Coordinates enrollment and maintains group insurance records for medical, life, and other coverage for employees and eligible dependents
- Processes enrollment forms and provides assistance and information to employees.
- File all paperwork to employee file
- Complete all Open Enrollment changes

General Duties & Responsibilities:

- Researches and resolves questions from managers and employees as they relate to the processing of payroll information such as, banking, garnishments, retroactive pay calculations, tax questions, and other changes
- Reviews payroll documentation for accuracy through audit reports and makes any necessary adjustments. Obtains necessary approvals
- Maintains and audits vacation and sick accruals
- Audits and process statements and billing information for varied benefits, and ensures payment

- Reviews payroll processes and system and recommends/implements changes improvements

Knowledge & Skills:

- Type at 45 wpm, and operate 10-key calculator by touch
- Expert knowledge of methods, practices and terminology used in accounting and financial recordkeeping procedures and policies related to payroll and data processing
- Ability to perform difficult clerical work without supervision
- Ability to meet with employees, applicants, government agencies and the general public tactfully and courteously, and establish and maintain cooperative and effective working relationships
- Advanced knowledge of computers and software related to the processing of payroll and related reporting (specifically Microsoft Office products and ADP payroll processing software).
- Ability to make mathematical calculations with speed and accuracy and be able to solve practical problems and deal with a variety of variables
- Able to handle highly confidential information.
- Must be detail oriented and able to interpret a variety of instructions furnished in written, oral, and various other forms
- Able to adhere to tight deadlines

Educational/License Requirements:

High school diploma; 3 – 5 years payroll experience, prior experience with outside payroll processors, preferred ADP.

OTHER REQUIREMENTS

Ability and desire to work within the Idyllwild community, Riverside County, or commute a reasonable distance, that does not impede on-time arrival during winter months. Pass a criminal history background check as required by California Education Code Section 44237, and pass a TB test.

PHYSICAL DEMANDS/WORK ENVIRONMENTS

- Specific vision abilities include close, distant and color vision perception and the ability to adjust eye focus.
- Reaching with the hands and arms and use of hands to manipulate a computer keyboard and mouse;
- Must be able to converse in clear English both written and orally, over a telephone and in person.
- Occasionally, incumbent may be required to lift up to 25 pounds, traverse uneven terrain, climb stairs while moving about campus, bend and stoop, conduct tours, show visitors campus facilities.

Reasonable accommodation will be considered to enable individuals with disabilities to perform the essential functions of this job.

Interested candidates should send a CV/Resume (PDF or Word doc format, only) and a letter of interest addressing their skills, abilities and experiences relevant to this opening.

Deadline for submittal May 31, 2019
Email to: employment@idyllwildarts.org

Idyllwild Arts is an Equal Opportunity Employer