



PLEASE NOTE: A COVID-19 vaccination record card is a job requirement for Performing Arts Fort Worth employees (subject to exceptions required by state and federal law including for religious belief and disability).

**PERFORMING ARTS FORT WORTH, INC.
Payroll, Benefits & HR Specialist**

Performing Arts Fort Worth, Inc., is the non-profit organization that owns and operates the Nancy Lee and Perry R. Bass Performance Hall complex located in downtown Fort Worth, Texas. The 2,042-seat multipurpose Hall is renowned for its superb acoustics, exceptional sight lines and ambience on level with the great halls of the world. The adjacent Maddox-Muse Center, which is part of the complex, includes the 300 seat McDavid Studio, 300 seat Van Cliburn Recital Hall, and various facilities supporting an array of performances and special events as well as providing administrative offices for Performing Arts Fort Worth (PAFW) and the Fort Worth Symphony Orchestra.

PAFW presents national Broadway touring product under the Broadway at the Bass banner, as well as programming that currently includes Broadway Specials, Popular Entertainment, and Mc David Studio Concert Series, and has a robust Children's Education Program.

Bass Performance Hall is the permanent home to four resident companies: Fort Worth Symphony Orchestra, Texas Ballet Theater, Fort Worth Opera, and the Cliburn.

Performing Arts Fort Worth is currently seeking an experienced professional to fill the Payroll, Benefits & HR Specialist position:

Title: Payroll, Benefits & HR Specialist
Departments: Finance, Human Resources
Reports To: Controller, Human Resources Representative
Date: October 2022
Status: Full-Time; Exempt

Essential Functions:

To ensure Performing Arts Fort Worth (PAFW) achieves an optimal work environment and equitable treatment of all, employees are guided by two fundamental directives, the PAFW Operating Principles and the PAFW IDEA Statement, in addition to adhering to other terms and policies outlined in the Employee Handbook.

In addition to upholding to these fundamental directives, the Payroll, Benefits & HR Specialist, under the supervision of the Controller and Human Resources Representative, will be administratively responsible for the accurate processing and maintenance of payroll records to achieve timely payment of salaries, benefits, deductions, and various payroll taxes. Additionally, this position is responsible for managing the following: employee benefit enrollments, employee PTO banks and leave, employee annual required trainings, diversity and inclusion initiatives and will assist with Human Resources operations.

Education, Experience & Skills Required:

- Bachelor’s degree in Human Resources, Business Administration, or related field preferred.
- Minimum of four (4) years of payroll and benefit administration experience preferred.
- Minimum of two (2) years of diversity and inclusion program experience preferred.
- SHRM-CP preferred.
- Computer proficient.
- Experience with these software programs is preferred: Microsoft Dynamics SL, Tessitura, Time Clock Plus, Microsoft Office and VenueOps.
- Excellent organizational and time management skills, with a high level of accuracy and attention to detail.
- Above average mathematical skills.
- Ability to solve practical problems

Must maintain a positive attitude and influence others to do the same. Must make decisions consistent with organizational policies and goals and responsibly handle confidential information. Must work with accuracy and attention to numerous details and timelines. Strong verbal communication skills are essential to interact successfully with all PAFW staff and a diverse customer base. Ability to work under pressure, consistently providing calm and effective resolution of customer and PAFW staff concerns, requests and/or complaints in a courteous and informed manner.

Supervisory:

None.

Position Responsibilities:

Key activities of this position include but are not limited to:

PAYROLL ADMINISTRATION

- Reviews payroll documentation, employee time details for accuracy and process full-cycle payroll on a bi-weekly basis.
- Ensures consistent communication of payroll issues that may arise.
- Assists with maintaining personnel and payroll records.
- Prepares periodic reporting for employee tax filings for review for recording with the Finance department.

BENEFIT ADMINISTRATION

- Oversees and coordinates the organization's employee benefits programs, orients employees on the benefits offered and assists with the enrollment process.
- Serves as the benefits liaison between employees and the benefit service providers.
- Organizes annual employee open enrollment meetings.
- Tracks employee accrual and use of Vacation PTO, Medical PTO and Floating Holidays.

DIVERSITY, EQUITY & INCLUSION

- Champions PAFW's IDEA initiatives through regularly scheduled employee trainings, employee topic discussions and employee events.
- Implements and manages employee resource groups.

HUMAN RESOURCES ASSISTANCE

- Develops a mandatory and non-mandatory employee training calendar.
- Administers and documents compliance for mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Assists with the hiring process of qualified job applicants for open positions.
- Assists with the onboarding process of new-hires.
- Assists with Human Resources operations.

ADMINISTRATION

- Updates employee schedules in VenueOps.
- Other PAFW and departmental duties as assigned.

Please Note:

PAFW is in the business of presenting arts and entertainment. To that end, all employees understand and accept that evenings and weekends are part of our operation. This position requires interacting with the public and being onsite for performances occasionally.

This job posting is not written to provide an all-inclusive listing of responsibilities and related activities. Job duties and assignments may change at any time with or without prior notice.

Physical/Visual Activities or Demands:

Physical/visual activities or demands that are commonly associated with the performance of the functions of this position include, but are not limited to:

- Working in close physical proximity to others including co-workers, vendors, and the public.
- Sedentary work.
- Clarity of vision at a distance of 20 inches or less.

Environmental/Atmospheric Conditions:

Environmental and atmospheric conditions commonly associated with the performance of the functions of this position include but are not limited to:

- Usual office conditions.

Machines, Tools, Equipment and Work Aids:

Representative, but not all inclusive of those commonly associated with this position are: Computer (PC and Mac), Tablets, Mobile Devices (iOS and Android), Wireless Networking Systems, Printer, Scanner, Copier, Fax, Phone.

If you are interested and meet the qualifications as noted in this job posting, submit your letter of interest and current resume.

Email: careers@basshall.com

Mail:
Human Resources
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