

Title: Payroll and Benefits Manager
Reports to: Chief Financial Officer
Status: Full-Time Salaried, Exempt

POSITION PROFILE

The position has the overall responsibility for managing and maintaining, in accordance with an established system, a complete set of records to show financial transactions of the CSA, with particular emphasis on accurate and complete payroll and employee benefits records. In addition, this position will provide a variety of accounting and administrative duties in order to facilitate the work and goals of the CSA. This position works collaboratively with Human Resources and the Orchestra Personnel Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

Payroll

- Manages payroll service provider, system and processes.
- Processes bi-weekly payroll and interfaces with payroll service provider on annual reporting or other related payroll activities.
- Prepares all payroll related journal entries for CFO review as needed.
- Manages end of calendar year tax notices & reporting.
- Understands and keeps current on payroll reporting requirements, such as EOC, ACA, W-2, etc.

Benefits

- Manages enrollment of benefit programs of the CSA, including various health and retirement benefits.
- Conduit for employees as needed with third party vendor.
- Prepares annual snapshot benefit/comp statements for all musicians and administrative staff.
- Prepare reports to employees, including 403 (b) and Money Purchase Pension Plan Participant Notices.
- Prepares and uploads benefits payments on a bi-weekly or monthly basis, including coding and review of invoices.
- Schedule and attend Benefit Committee meetings and maintain minutes.

Human Resources

- Assists Chief Administrative Officer with human resources including but not limited to:
 - a. Onboarding new hires.
 - b. Fielding verification of employment and income.
 - c. Open Enrollment needs.
 - d. Updating finance & HR forms.
 - e. Process employee termination checklist upon employee separation.

Daily Finance

- Interacts with each employee of the CSA in a cooperative manner and treats all with respect. Communicates, both internally and externally, in a professional and courteous manner.
- Examines and verifies data, distributes and posts same to proper accounts.
- Acts as a back-up for processing accounts payable, including incoming invoices, data entry, and obtaining appropriate approvals.
- Acts as a back-up for processing weekly check runs.

- Acts as a back-up for distributing mail, preparing daily check logs and cash summary.
- Reconciles and balances assigned general ledger accounts.
- Assists with all annual audits, especially audits of benefit plans.
- Verifies, allocates, and posts details of business transactions to appropriate accounts.
- Assists the Senior Manager of Accounting in the proper filing of all financial and related information.
- Traces and adjusts errors in accounts and ledgers.

Audits, Tax Return & Outside Reporting

- Assists Senior Manager of Accounting and Chief Financial Officer as needed.

Budget and Planning

- Assists CFO and Senior Manager of Accounting as needed in developing and managing the budget.

OTHER DUTIES AND RESPONSIBILITIES

- Attends concerts of the orchestra regularly.
- Perform other work-related duties as assigned by the Chief Financial Officer and Chief Administrative Officer, even though they may not be considered primary duties.

QUALIFICATIONS AND CAPABILITIES

Required:

- A minimum 3+ years accounting/payroll experience.
- Ability to participate successfully in a fast-paced, team-oriented environment.
- Demonstrate superior organization skills, attention to detail, the ability to meet deadlines.
- Strong customer service orientation and commitment to quality.
- Knowledge of payroll and benefits practices.
- Proficient in Microsoft programs, including but not limited to Outlook, Excel, Word, SharePoint, and Teams
- Ability to communication and interpersonal skills
- Able to take initiative; focus on solutions.
- Understand and adhere to the need for confidentiality and discretion with sensitive information.
- Ability to adapt and be flexible.

Preferred

- Bachelor's degree preferred in accounting or related field.
- Accounting experience in the nonprofit field preferred.
- Strong organization and communication skills. Good listener, proactive, and collaborative problem-solver.
- Ability to understand that change is inevitable and to embrace it positively and openly.
- Discipline to meet deadlines, decisive.
- Strong computer skills with Microsoft software including Word and Excel applications; Financial Edge; Tessitura, and SharePoint.
- Ability to work independently.
- Evening and weekend hours required from time to time.

Physical Demands

- Must be able to handle the physical demands commensurate with an active administrative position, including sitting for long periods of time.

COMPENSATION AND BENEFITS

- Salary range \$48,000-\$65,000 negotiable, commensurate with qualifications and experience.
- The CSA offers a competitive salary and provides excellent benefits to all full-time employees including:
 - Health insurance – three options to choose from: PPO Base (100% employer paid for employee), PPO Buy-Up (low cost to the employee), or High Deductible Plan
 - Dental, Vision, Voluntary Life/Accidental/Critical Illness, and Long-Term Disability Insurance.
 - Short-Term and Long-Term Disability Insurance, 100% Employer paid.
 - Health Savings Account and Flexible Spending Accounts, including Medical and Dependent Care, Employee Assistance Program, and Personal Loan Program.
 - Paid time off - vacation, sick leave, and designated holidays.
 - A 403(b) plan.
 - Discounted tickets to CSA concerts.
 - Work from home flexibility.

HOW TO APPLY

Submit a cover letter and resume to jobs@coloradosymphony.org

Please put the title of the job position in the subject line or your email. No calls please

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