

Northlight Theatre

Job Description

2021-2022

Job Title: Human Resources & Payroll Manager

Category: Regular Full-Time, Exempt

Overall Description: Working under the supervision of the Managing Director, the Human Resources & Payroll Manager manages all aspects of Human Resources for the company, including managing hiring and termination processes; maintaining and updating the Employee Handbook and personnel files; and managing all employee benefit programs. This position is responsible for all payroll functions, including the creation and maintenance of all payroll-related programs and submission of weekly payroll. The Human Resources & Payroll Manager is the permanent co-chair of the Equity, Diversity & Inclusion (EDI) Committee and is responsible for managing all EDI programs at the theatre. This position provides backup support for the Director of Finance and is trained to cover their duties during vacations or extended absences.

Human Resources & Payroll Manager responsibilities include but are not limited to:

- Manages Human Resources including tracking of vacation & sick time; facilitation and record-keeping of annual reviews; job postings and resume management for all departments
- Manages the onboarding and offboarding processes for all employees
- Manages and submits Payroll on a weekly basis for the theatre
- In conjunction with a rotating co-chair from the Northlight staff, co-chairs the Equity, Diversity, and Inclusion (EDI) Committee and has primary responsibility for all EDI programs at the theatre, including acting as the EDI Officer for visiting artists.
- Maintains and updates the Employee Handbook as directed by and in coordination with the Managing Director & General Manager
- Administers Workers Comp claims
- Administers Employee Healthcare Plans
- Administrator for 401K, FSA, & HRA Plans
- Maintains personnel records
- Supervises and administers compliance with all required personnel-related trainings and programs, including Annual Sexual Harassment Training, Anti-Racism programs, and any other federal, state, or other municipal requirements
- Serves as a member of the staff Safety Team to ensure safe practices around COVID-19 and in all aspects of operation & production
- Ensures that Northlight's practices in Human Resources are consistent with current industry best practices
- Adheres to Northlight policies as listed in Employee Handbook
- Other duties as assigned: This position is a team member of the Northlight staff. All staff members support Northlight at large. All personnel participate as assigned in all Northlight functions, on site and off.

Qualifications: A minimum of 5 years of experience in Human Resources is required, and knowledge of non-profit business practices is strongly recommended. A familiarity with Paylocity payroll system is helpful but not essential. The successful candidate should be well organized, have excellent analytical, communication, and technical skills. Dedication to confidentiality and good judgement are required. Must thrive in a flexible, fast-paced and growth-oriented environment, while maintaining a sense of humor and a positive, solution-oriented approach.