

**THE
SANTA FE
OPERA**



**THE SANTA FE OPERA
Job Description - Payroll Manager**

Reports to: Chief Financial Officer
Status: Exempt

Revised: October 12, 2022

General Description

Responsible for timely and accurate payment of Opera employees and contractors.

Essential Duties:

- Process payroll for permanent, seasonal, and non-resident alien employees and contractors.
- Maintain payroll records, including payroll authorization forms, quarterly and annual payroll reports, all federal and state required filing, records of time, and direct deposit authorizations.
- Assume ownership of payroll related technology including time clock, payroll software, onboarding, and others as they are implemented.
- Maintain knowledge of current wage and hour laws and payroll tax regulations.
- Communicate with Department Heads and other staff on a regular basis to coordinate the status of employees, to ensure that pay is implemented and terminated on the correct dates.
- During opera season, assist the Accounting Associate with cash processing for the gift shop and concessions.
- Cover accounts payable duties during temporary periods that the Accounting Associate is absent.
- Coordinate responses and reporting for payroll related internal and external reporting including but not limited to, unemployment, retirement plans, grants, employment verification, and DOL census responses.
- Support of the department's director in situations or on projects as requested
- Support and collaborate with other department representatives in such matters as training on new business office procedures, researching problems, answering questions, reconciling data.

Qualifications: Education/Experience/Competencies

Minimum of two years experience with responsibility for payroll processing

- Excellent interpersonal, verbal and writing skills.
- Experience using accounting and payroll software.
- Accuracy in data entry and ability to self-review.
- Ability to communicate with and assist the diverse group in the workplace, including staff, managers, volunteers, donors and Board members.

- Developed problem solving skills.
- The ability to work effectively under pressure and meet deadlines.
- The ability to work in a self-directed manner and to take the initiative in identifying and solving problems.

Hours/Restrictions:

This is a year round, full time, and benefited, exempt position.

Regular hours are Monday through Friday from 9:00 a.m. to 5:00 p.m. Employee will be expected to exceed regular hours when workload requires. Some flexibility of hours may occur due to scheduled events during the course of the year. Some Saturdays will be required during June, July, and August. Vacation is generally not allowed from June 1st to August 31st of each year.

Physical standards:

The employee must routinely sit, navigate the office environment and grounds, use the computer, telephone and other office equipment, stoop, reach, read, talk, hear, and occasionally lift up to 25 pounds.

This job specification should not be construed to imply that these requirements are exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor.