

Wednesday, September 29, 2021

## HUMAN RESOURCES & PAYROLL ASSISTANT

Company: Ballet Tech Foundation Inc  
Location: New York, NY  
Compensation: \$28/hour

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### Human Resources & Payroll Assistant

Ballet Tech is looking for a part time Human Resources & Payroll Assistant. The Assistant will play a key role in ensuring that processes within HR/payroll run smoothly, including the coordination of personnel information, payroll and benefits.

The ideal candidate for this position will be a strong communicator with a high level of attention to detail, and who is skilled at problem solving and data management.

This position will be a part of the finance office, reporting to the Finance Associate and the Chief Operating Officer. There is room for the Assistant to take on projects and grow in this role in a way that matches their skill set and interests in alignment with the organization's evolving needs.

The job is expected to be about 15 hours per week.

### DUTIES AND RESPONSIBILITIES:

Prepare all new employee files and duplicate all necessary payroll and benefits forms. Ensure that all required payroll data, including personnel change forms, tax related documents, benefits information, and direct deposit information, is accurately collected and documented.

Maintain personnel files of all staff, including medical and personal information, ensuring that accurate and timely forms are kept up to date, and that all salary and job changes are properly documented.

Conduct internal audits to ensure all documents are in compliance and all files are complete.

Assist with new employee orientation – including policies, procedures and benefits. Generate orientation packets. Ensure that all new employee forms are completed, processed and filed. Enter new employee information into payroll system.

Coordinate employee changes vis-à-vis payroll system and/or benefits plans.

Coordinate finger-printing of employees through the city's PETS system.

Ensure that all employees complete required trainings.

Coordinate the completion of Form I-9 for all new hires. Run new employees through e-Verify.

Ensure that new employees acquire building ID and are entered into the building's sign in system. Ensure that – if needed – new employees are granted server access, keys, and email address.

Ensure that all timesheets are submitted and approved by tracking down any missing timesheets in a timely manner prior to each pay period.

Assist in coordinating of training programs, including required annual anti-sexual harassment training.

Assist in distribution of all staff memos and policy updates as necessary.

Review and update monthly/quarterly invoices for Health Insurance, FSA/HRA, LTD, and voluntary benefits. Ensure all benefit enrollment forms are sent to carrier for processing.

Support employment law compliance at the federal, state, and local level.

Coordinate with exiting employees as to COBRA (as applicable).

Assist with research and/or special projects and other assignments as needed.

QUALIFICATIONS:

Minimum of two years of relevant experience.

Excellent interpersonal skills, and natural discretion.

Strong computer skills including Word and Excel. Familiarity with online payroll systems a plus.

Must have strong attention to detail and accuracy, as well as superb organizational skills.

Ability to work independently, as well as working as part of a team.

Adept at working in a fast-paced environment, autonomously and self-starting.

Commitment to continuous improvement and a culture of learning.

Must be able to multi-task and be flexible with changing work assignments and priorities as needed.

HOW TO APPLY:

Interested applicants should send an application that includes a resume, cover letter, and pay requirements to: [HR-PR@ballettech.org](mailto:HR-PR@ballettech.org). Please include "HR Assistant – [your name]" in the subject of your email. No phone calls please.

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Ballet Tech Foundation Inc  
890 Broadway  
New York, NY, 10003  
212-777-7710  
[www.ballettech.org](http://www.ballettech.org)

For more information:  
Maggie Christ  
[mchrist@ballettech.org](mailto:mchrist@ballettech.org)  
212-777-7710

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