

Tuesday, April 4, 2023

Workforce Administrator

Company: ArtsPool Services Inc.
Location: Brooklyn, NY
Compensation: 70000

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ArtsPool is an organization that is passionate about providing affordable financial management, workforce administration, and compliance support to nonprofit arts organizations. Our mission is to provide excellence in these support areas so that arts organizations can focus on what they do best -- create! We are looking for a skilled Workforce Administration professional to join our Workforce Administration Team to support a growing client list of nonprofit organizations.

Workforce Administrator Responsibilities

The Workforce Administration Team provides general workforce management support to the nonprofit organizations who are members of the ArtsPool cooperative.

The Workforce Administration Team acts as a critical hub for client employment data, in collaboration with our Financial Maintenance and Financial Operations Teams, that empowers our clients to make sound and informed labor decisions for their organizations.

As a Workforce Administrator, you will hold 5-7 client relationships in which you will collaborate with our client organizations and others on the ArtsPool team to facilitate payroll processes, labor compliance, and ongoing workforce administration support. You contribute as an integral part of our clients' workforce administration capacity.

Facilitate/support time tracking, process payroll, and maintain payroll systems and employee records for client organizations.

Facilitate the onboarding and offboarding process for clients' employees, including offer and voluntary termination letters, worker documentation (Forms W-4 and I-9), benefits coordination, and employment status tracking.

Store quarterly payroll tax reports and coordinate with Service Team Lead on member payroll tax issues.

Assist in preparation of annual workforce tax materials for employees (Form W-2).

In conjunction with the Financial Maintenance Team, support annual compensation review and approval by clients' boards.

Provide payroll reports and related data for annual audits, tax returns, and insurance claim forms, as requested by other ArtsPool teams, by clients' auditors, insurance carriers (e.g. Unemployment, Disability, Paid Family Leave, and Workers' Compensation coverages), and occasionally the Department of Labor.

Train clients' staff on the payroll process and payroll system (timesheet submission/approval, time-off request/approval, pay run reports/approval) at new member onboarding and/or at staff transition.

Support clients in coordinating required benefit reports and forms (e.g. 401k/403b, IRS 5500, Cafeteria Plan, Commuter Benefits, HSA/FSA, COBRA).

Provide consistent practices and support -- including escalation to legal review as required -- for questions that arise relating to workforce compliance for ArtsPool clients including classification of employees, payroll tax filings, error prevention and correction.

Provide payroll and benefits-related comments on client Employee Handbooks, and assist in facilitating legal review and board approval of the Handbook.

Undertake research as needed, contacting government agencies, benefits vendors, etc. on details impacting payroll.

File employee records (e.g. sexual harassment prevention training certificates, performance review documentation) in payroll portal as requested by clients.

Our ideal candidate

Significant experience with workforce administration required (any combination of experience in: payroll processing, workers' compensation/disability audits, employee/contractor classification, etc.)

Primary experience with payroll processing and comfort with reading and maintaining spreadsheets preferred.

Demonstrated ability to work independently in complex, fast-paced environments required.

Ability to prioritize and meet deadlines for multiple clients required.

Demonstrated history as a self-motivated creative problem solver who is willing to work within a team to develop and assist in implementing system improvements to be utilized by all team members.

Facility with web-based systems and software - Experience with BeyondPay Payroll, Xero Accounting, and Google Workspace (Google Sheets, Gmail, Google Drive) is a plus.

Previous experience with nonprofits and/or arts organizations is a plus, but not required.

People Operations (or Human Resources) experience or degree is a plus.

We understand that you may not meet all aspects of this description. We welcome applicants with varied backgrounds and different skills. If you believe you can excel in this role, we encourage you to apply!

Shared accountabilities

ArtsPool is committed to sharing a set of responsibilities among all team members to ensure excellence in running our operations and alignment with our values.

Support ArtsPool's values with respect to diversity, equity, and inclusion, and commit to contributing to an environment that treats everyone with dignity and respect.

Provide support/guidance to other members of the ArtsPool team and ask for support when needed.

Act as a back-up for other ArtsPool staffers as needed when they take time off, and prepare your work for other staffers to back you up when you take time off.

Contribute to the organizational decision-making process and improvement of ArtsPool systems, services and processes.

Adhere to ArtsPool's work processes and procedures including systems use, style guides, communications guide, document organization and retention, security policies, and other operational and corporate policies and procedures.

Compensation and location

As part of ArtsPool's commitment to pay equity, starting compensation for this and all full-time positions is \$70,000 annually, with health and dental benefits and a 401(k) benefit plan (a financial advisor is available for consultation). We also offer generous paid time off of 18 vacation days per calendar year, plus 18 federal/regional/religious holidays (including Eid, Yom Kippur, Rosh Hashanah, Lunar New Year, Diwali), and paid sick leave per NYC's Paid Safe and Sick Leave Law. ArtsPool is currently an open location workplace with an office in Fort Greene, Brooklyn. You are free to work remotely and may be asked to join in-person team meetings from time to time.

To apply for this full-time position, please send your letter of interest in the role with ArtsPool along with an updated resume to work@artspool.co. Please include your full name and job title in the subject line of the email. Due to the number of applicants, only those chosen for screening will receive a response. ArtsPool is an equal opportunity employer. In the spirit of ArtsPool's value of inclusion, we welcome and encourage submissions from BIPOC, LGBTQIA, disabled and veteran candidates.

Applications will be reviewed on a rolling basis. Due to a high volume of applications received, we are unable to contact each applicant individually regarding the status of their application.

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