



**ENDLESS
POSSIBILITIES**
on every
stage.

JOB POSTING

Payroll & Benefits Administrator

We're looking for a Payroll & Benefits Administrator and we're hoping that person is you! Now it is an exciting time to join our company!

About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. The Arts Club offers the best in professional theatre and has staged over 650 productions. We are grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səl̓ílwətaʔ/Selilwitulh (Tseil-Waututh) Nations.

We are British Columbia's largest non-profit cultural employer- hiring more than 500 artists, staff, and crew to stage up to 20 shows annually. We educate and cultivate students and theatre lovers of all ages—over 2,500 people engage in our education and professional development programs annually. We support artists and other arts organizations through professional engagement activities, believing firmly that an investment in the industry benefits all. We are a major economic driver in the areas surrounding our venues—our theatres attract a quarter million theatre patrons to dine and shop in the South Granville, Olympic Village, and Granville Island neighbourhoods.

Who Are We?

We are scrappy, ingenious trailblazers who create powerful, intimate artistic experiences that make you feel fully alive.

What Is Our Purpose?

To make our community come alive.

What Is Our Vision?

A world where vibrant communities are shaped by stories that inspire connection and vitality in us all.

Our Values

- ❖ **Determination:** We have the drive to continue to move forward, with a respectful nod to our tenacious past and a fearless embrace of our future. It is through this forward momentum that we ensure we are the artistic leaders of our community.

- ❖ **Curiosity:** We have a strong desire to know more; about ourselves, our art, and our patrons. This spirit is reflected in our willingness to make room for diversity of thought. This exploration of different viewpoints and ideas is reflected in our engagement with each other, with our art, our peers, and our community.
- ❖ **Creativity:** We use our imaginations to explore our artistic practice and champion innovation in all the work that we do. We believe in the depth of our local talent and use our resources to showcase it.
- ❖ **Comradery:** We interact with each other with good-fellowship and levity. Our spirit of generosity and warmth is seen in our empathy towards each other, our artists, our patrons, and our community. This allows us to embrace differences and makes us stronger.
- ❖ **Safety:** The health and well-being of each other and our community informs our work and creates a safe, inviting, and inclusive space for all who enter and interact with us. We commit to constantly review our practices to ensure they are anti-racist and non-discriminatory. We are fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs.

We also strive to provide a safer work environment, both physically and mentally, and we have made ongoing commitments to inclusion, anti-racism and anti-oppression. We want the stories we work together to tell to have nuanced and varied perspectives.

JOB SUMMARY

Reporting to the Senior Director of Finance, the Payroll & Benefits Administrator is responsible for processing the weekly payroll for employees and independent contractors accurately and on time, ensuring compliance with union requirements and tax regulations as well as maintaining accurate records and answering employee questions.

The successful candidate will have experience in accounting/finance/bookkeeping and excellent computer skills, including Excel. In addition, they will possess good judgement and a high attention to detail as well the ability to effectively and clearly communicate. They will be able to work in a fast-paced, high-volume environment while multitasking the many responsibilities of the position and meeting the required deadlines. Experience and knowledge of full-cycle payroll processes are an asset. However, the ability to learn and apply these skills quickly will be a requirement of the successful candidate.

DUTIES AND RESPONSIBILITIES

- Process full-cycle weekly payroll consisting of staff and hourly employees; including calculating or verifying stat holidays; union dues; gratuity payments.
- Process weekly payment of Equity actors contracted payments with appropriate deductions
- Administer terminations and issue records of employment
- Process annual T4s and T4As in accordance with CRA regulations
- Administer union deductions and remittances as well as changes and updates
- Administer company benefits; reconciling monthly to ensure all new employees and changes for employees are made in a timely manner

- Handle enquires from employees, government agencies and other organizations regarding employee work history and earnings information with empathy and urgency
- Create, file, and maintain documentation for processes associated with the position
- Ensure CRA, WorkSafeBC, EHT remittances, union & benefit payments are made in a timely manner
- Support continuous process improvements
- Other duties as assigned

SKILLS AND COMPETENCIES

- Ability to maintain confidentiality and to exercise tact and diplomacy in dealing with sensitive information
- A team player with a high level of attention to detail and focus.
- Ability to accurately and efficiently input data into spreadsheets and payroll software in a timely manner
- Ability to analyze information, resolve problems and communicate resolutions
- Ability to maintain positive and effective working relationships with employees and managers

QUALIFICATIONS AND EXPERIENCE

- Proficient with Microsoft Office 365, specifically Excel with adaptability to learn new applications
- Canadian payroll and benefits experience
- Experience working with accounting/payroll/finance software
- Considered an asset but not required:
 - Experience with a unionized environment and union pay rules
 - Experience working with Payworks and Sage 50
 - Working knowledge of BC Employment Standards and federal payroll legislation
 - Enrollment in or completion of the Canadian Payroll Association's Payroll Compliance Practitioner (PCP)

BENEFITS

After 3-month probationary period:

- Employee Benefit Plan: Extended Health Care, Dental Care, Life, AD&D & LTD Insurance.
- Vacation time starting with 15 days per year.
- 5 paid sick days off per calendar year
- 5 additional paid personal days per calendar year, prorated in first calendar year for portion of year worked

Other benefits:

- In addition to statutory holidays, the Arts Club is closed on Easter Monday, Christmas Eve and Boxing Day.
- 4 Complimentary tickets to every production.
- Invitation to dress rehearsals, first rehearsal, and other artistic initiatives.
- Discount on all bar and concession items in our venues.

ADDITIONAL DETAILS

Salary: \$24 to \$27/hour (actual level of salary will be determined based on job-related knowledge, skills, education & experience)

Expected start date: As soon as possible

Employment Type: Permanent full-time, Monday to Friday, 30-40 hours/week, on site (some flexibility in hours and location of work based on needs of the position, as well as job-related knowledge, skills)

How to apply?

The Arts Club is fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs; and we strongly welcome and encourage those who self-identify as coming from underrepresented communities to submit.

If this role sounds exciting and you'd like to learn more, please send your resume and cover letter to humanresources@artsclub.com, with the subject: Payroll & Benefits Administrator– Arts Club Theatre Company – Your Name.

Access and inclusion are deeply important to us. For those who have barriers to access to any part of our process as laid out, please don't hesitate to reach out to us and we will happily work with you to create a process that is accessible to you.

To enhance accessibility, you are also welcome to submit your application in one of the following formats: Word Document, PDF Document, Audio File, Video File, request a face-to-face Zoom application process, or suggest a format that is more accessible to you.

Application Deadline: Open until filled.

We thank all who express interest in this position; however, only those selected for an interview will be contacted.

The Arts Club Theatre Company is an Equal Opportunity Employer and hiring decisions are based solely on the merits of the candidates and needs of the "Society".