

Job Announcement

Payroll and Benefits Administrator

Position Summary

National Museum of Women in the Arts (NMWA) seeks a part-time Payroll and Benefits Administrator to process semi-monthly payroll, administer benefits activities, and perform payroll accounting and administrative duties to support the Human Resources department. This position will ensure payment is processed on time, accurately, and in compliance with government regulations. The payroll and benefits administrator will assist other team members in all levels of payroll/HR-related tasks providing support to employees and management.

This is a part-time position for approximately 20 hours per week, reports to the Director of Human Resources and works closely with the Accounting Manager.

Responsibilities

Functions may include, but are not limited to:

- Prepare and process payroll semi-monthly ensuring accurate recordkeeping and create the entries for the general ledger.
- Maintain all payroll operations according to the museum policies and procedures.
- Calculate the pay and event allocations of part time employees in each payroll along with tracking their hours worked. Monitor to ensure compliance with ACA.
- Audit employee time and labor data submitted by various offices and interact with supervisors as required to verify data and resolve discrepancies.
- Manage payroll time sheets using Time and Attendance, leave request forms, track leave balances and the annual leave reset.
- Enter new hire and termination data into the Payroll/HRIS System.
- Update payroll records by entering any changes to employee information or benefits such as job title changes, exemptions, and deductions.
- Responsible for benefits enrollment, orientation and paperwork which includes auditing monthly invoices.
- Track, enter and update payroll deductions in the Payroll/HRIS System.
- Compile and transmit the retirement plan data to TIAA for each payroll. Enter contribution starting amounts and changes into the Payroll/HRIS System.
- Prepare reports that include summaries of earnings, tax deductions, leave, benefits contributions, etc.
- Assist with balancing of payroll accounts by resolving payroll discrepancies.
- Process and distribute W-2 forms to employees.
- Provide guidance and support to employees regarding HR policies and procedures.
- Analyze and respond to inquiries from employees regarding paycheck amounts, deductions, leave accruals, direct deposit, and other concerns.
- Meet deadlines and manage workflow to ensure all payroll transactions are processed accurately and timely.
- Reconcile payroll prior to transmission and validate confirmed reports.
- Provide and assist with reporting and data requests associated with internal/external auditors.
- Perform other duties as assigned.

Qualifications

The successful candidate will demonstrate the following skills/experience:

- A minimum of an associate degree or bachelor's degree, or comparable experience
- A minimum of 2+ years payroll processing experience.
- Proficiency in using payroll software and HRIS systems.
- Familiarity with human resources practices and policies
- Attention to detail, accuracy in data entry, and the ability to work independently.
- Excellent organizational and time management skills
- Strong analytical and problem-solving abilities
- Ability to handle sensitive and confidential information with discretion.
- Understand basic payroll laws and IRS Regulations
- Ability to work under tight deadlines.
- Detail-oriented with strong organizational skills.

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

Compensation

The starting salary for this position is \$30 per hour.

How to Apply

Please apply through NMWA's online job application. <https://jobs.localjobnetwork.com/apply/add/79582470>
To request accommodations in the application or hiring process, please notify NMWA's Human Resources department at hr@nmwa.org.

The National Museum of Women in the Arts is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local laws.

To comply with tax and legal obligations all candidates must reside in Washington, D.C., Maryland, or Virginia. Candidates must be legally eligible to work in the U.S. without visa sponsorship by NMWA.