JOB TITLE: Human Resources Generalist

DEPARTMENT: Human Resources

REPORTS TO: Vice President of Human Resources

POSITION SUMMARY:

This position is responsible for administering benefits and payroll for all administrative staff as well as the musicians who are under a collectively bargained agreement. Other responsibilities include financial work related to payroll (i.e. journal entries, benefit and compensation records, payroll tax records, and payments to vendors). Under the direct supervision of the Vice President of Human Resources, this position provides excellent customer service and support to all staff employees, musicians, and stagehands with benefit, payroll, and other HR-related items.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Process bi-weekly payroll (including manual checks when necessary).
- Ensure the accuracy of Payroll by auditing the payroll reports for each bi-weekly run.
- Prepare payroll journal entries of bi-weekly payroll in a timely manner to be used by Controller and VP of Finance/CFO.
- Maintain current and accurate employee payroll records in the Payroll System (Paylocity).
- Maintain current and orderly personnel files.
- Manage payments to vendors for voluntary withholdings and employee benefits.
- Develop a good understanding of the collective bargaining agreement for the musicians as it relates to payroll and benefits.
- Manage the timekeeping process in Paylocity to ensure accurate records and accounting for employee time off allotments and leaves of absence.
- Provide payroll and benefit information to auditors during annual audit of Pension and 403(b) Plans.
- Set-up garnishments from court orders.
- Support requests from other departments as needed.
- Compile and submit annual EEO-1 survey.
- Coordinate annual open enrollment process.
- Set-up employee deductions for flexible spending, medical, dental, vision, life insurance plans, parking and 403(b).
- Ensure benefit enrollments are accurate by auditing payroll records with TPA.
• Coordinate workers compensation including incident reports to workers compensation agent, maintaining OSHA logs, and preparing information for annual workers compensation audit.
• Assist Vice President of Human Resources in recruiting activities such as job postings (internal and external), coordinating Website postings and applicant tracking, and sending responses for each resume received.
• Deliver effective on-boarding process of new employees.
• Assist with the coordination and implementation of Wellness activities.
• Facilitate disability and FMLA process between employees and vendors.
• Coordinate retirement process between employees and vendors.
• Assist Vice President of Human Resources with performance management activities as needed.
• Perform other duties as assigned.

MINIMUM REQUIREMENTS:
- Bachelor’s degree in Business, Human Resources, or a related field.
- Certified Payroll Professional certification preferred.
- Strong PC skills in Microsoft Office suite of applications including Outlook, Word, Excel, and PowerPoint.
- Minimum 5 years of payroll administration experience. Previous knowledge of at least one Payroll System. Experience with Paylocity is a definite plus.
- Knowledge of current Federal and State laws and requirements for payroll and tax.
- Minimum 3-5 years’ experience in benefits administration.
- CEBS or SPHR certifications preferred.
- Strong customer service skills to interact with others in a helpful, friendly manner.
- Need for confidentiality of personal information is a must.
- Ability to take on new tasks and manage multiple priorities.
- Strong time management skills and attention to detail.

INTERPERSONAL CONTACTS:
INTERNAL: Frequent contact with all levels of staff employees and musicians.
EXTERNAL: Contact with board members, community human resource professionals, volunteers, and vendors.

CONTENT OF CONFIDENTIAL INFORMATION:
Employee conversations, human resource files, wage/salary and benefit information, legal matters, and organizational financial matters.

SPAN OF SUPERVISION:
This position does not have any direct reports.
OUR MISSION
To inspire, entertain, educate and challenge through innovative programs and symphonic music performed at the highest artistic level.

OUR VALUES
At the Indianapolis Symphony Orchestra, we are one team committed to achieving our mission through:

- Outstanding performance on and off the stage.
- Extraordinary service to both internal and external customers.
- A compassionate workplace built on trust and mutual respect.
- A culture of flexibility and openness to change.

The Indianapolis Symphony Orchestra is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status or any other status protected by law.

Applications for this position should be sent to jobs@indianapolissymphony.org.