

## Accounts Payable & Payroll Manager

### ABOUT US

---

The Wallis Annenberg Center for the Performing Arts is a dynamic cultural hub and community resource where local, national and international artists share their artistry with ever-expanding audiences. The campus, located in the heart of Beverly Hills, CA, is committed to robust and distinctive presentations and education programs curated with both creativity and social impact in mind. Distinguished by its eclectic programming that mirrors the diverse landscape of Los Angeles and its location in the entertainment capital of the world, The Wallis has produced and presented more than 275 dance, theater, opera, classical music, cinema and family programs since its doors opened in October 2013. Hailed as “au courant” (*LaLa Magazine*), The Wallis was lauded by *Culture Vulture*, which proclaims, “If you love expecting the unexpected in the performing arts, you have to love The Wallis.” Its programming has been nominated for 48 Ovation Awards and seven L.A. Drama Critic's Circle Awards.

The campus itself, a breathtaking 70,000-square-foot facility celebrating the classic and the modern, has garnered six architectural awards. Designed by acclaimed architect Zoltan E. Pali (SPF:architects), the restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater's dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater; an inviting open-air plaza for family, community and other performances; and GRoW @ The Wallis: A Space for Arts Education, where learning opportunities for all ages and backgrounds abound. Together, these elements embrace the city's history and its future, creating a performing arts destination for L.A.-area visitors and residents alike. The Wallis Annenberg Center for the Performing Arts is led by Chairman of the Board Michael Nemeroff, Executive Director & Chief Executive Office Rachel Fine and Artistic Director Paul Crewes.

### ABOUT THE JOB

---

The Wallis is seeking an experienced and adaptable Accounts Payable Specialist to join our Accounting team and be responsible for the day-to-day administration of accounts payables and payroll.

### WHAT YOU'LL DO

---

#### Accounts Payable/Accounting (60%):

- Review supporting documentation for accuracy and completeness for all check requests, and other requests for payment. Verify proper authorization, and ensure the accuracy of the coding for accounts, department and job for each invoice/payable. Complete required input.
- Gather and track documentation for all required federal and state payroll tax payments/reporting for in-state, out-of-state, and international artist and vendor payments.
- Ongoing tracking of all company credit cards and department charges. Track expenses and submission of receipts. Matching approval forms with actual expenses charged and ensures accuracy of account coding.
- Process and confirm employee requests for reimbursements, including expenses and mileage.
- Track and reconcile travel advances for employees and production-related cash advances.
- Ensure the accurate input of payables information into the accounting system including accuracy of general ledger account codes, functional allocation of expenses and compliance with accrual accounting principles.
- Prepare and generate reports of paid and unpaid invoices as needed.
- Maintain vendor filing system and accounts payables files.
- Maintain and reconcile petty cash, including periodic audits of all petty cash balances.
- Correspond with vendors to request documents, and reconcile accounts on a timely basis.
- Track all information necessary for annual 1099 reporting, and prepare all required reports and filings.

- Track and reconcile quarterly Franchise Tax Board payments (Form 592).

**Additional Duties:**

- Prepare City of Beverly Hills quarterly invoice

**Payroll (40%):**

- Primary staff responsibility for actor/show payroll (weekly) and staff payroll (every two weeks). Collect timesheets from department managers and confirm total hours worked, pay rates, manager approval, and authorization of overtime charges.
- Prepare reports to facilitate payroll-related journal entries.
- Act as primary liaison with payroll processing company to ensure accurate and timely reporting to employees and regulatory organizations.
- Accrue and track employee benefits including vacation, sick and personal days.
- Prepare information for required responses to Employment Development Department (EDD) correspondence regarding Unemployment Insurance claims.
- Prepare Check Requests for Employee Benefits (Health and Welfare Insurance).
- Reconciliation of Quarterly and Year-end payroll tax returns including DE9C and 941 to ensure payroll tax liabilities accuracy
- Responsible for timely reporting and accuracy of year-end 1099 and W-2 reporting to employees and vendors.
- Serve as liaison with employees regarding payroll questions.

**SKILLS & EXPERIENCE NEEDED**

---

- Bachelor's Degree in Accounting or equivalent combination of education and experience preferred.
- Minimum of 3 years of progressive accounting experience and experience in highly collaborative and fast paced work environments.
- Working knowledge of Paycom payroll software and QuickBooks accounting software desired.
- Solid understanding of Generally Accepted Accounting Principles (GAAP).
- Excellent attention to detail and ability to multi-task and efficiently handle multiple priorities with tight deadlines.
- Complete confidentiality and discretion, tact and poise, and sound judgment are required.

**BENEFITS**

---

This is a full-time position with 100% paid medical benefits, including dental, vision and life insurance (\$25,000) for the employee, paid vacation, personal and sick days, 401k and paid parking. Complimentary tickets are occasionally available for performances and events at The Wallis.

**HOW TO APPLY**

---

Please email resume to [jobs@thewallis.org](mailto:jobs@thewallis.org) and include Individual Gifts Manager in the subject line.

**No phone calls please.**

The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.