

Human Resources & Accounts Payable Coordinator

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 through robust and distinctive presentations and education programs curated with both creativity and social impact in mind. 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 is a breathtaking 70,000-square-foot facility celebrating the classic and the modern and has garnered six architectural awards. 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 and an inviting open-air plaza for family, community and other performances.

ABOUT THE JOB

The Wallis is seeking a dynamic Human Resources & Accounts Payable Coordinator, who is ready to grow their career in Human Resources or Accounting. This newly created position will support Human Resources three days a week and Accounts Payable two days a week. If you have excellent people skills, meticulous attention to detail and follow up and are passionate about the arts and the educational programs presented by The Wallis, we want to hear from you.

WHAT YOU’LL DO

Human Resources

Assist with the following:

- Process new hires including entering new employee information into Paycom, background checks, following up on documentation and scheduling and following up on training
- Benefits including reconciling benefits statements, open enrollment, following up on enrollments, changes, and terminations
- Create and run reports as requested through our payroll system
- Schedule temporary employee requests for the Front Desk
- Review and code invoices, reconcile HR credit card invoice with supporting receipt.
- Create and maintain employee personnel files
- Create and maintain org charts
- Other duties as assigned

Accounts Payable

- Coding, data entry, inputting checks, filing and scanning
- Other duties as assigned

SKILLS & EXPERIENCE NEEDED

- 2+ years accounts payable experience
- HR experience desired
- Bachelor’s degree desired, but not required
- Quickbooks experience
- Fast learner and eager to learn new things
- Exhibits exceptional verbal, written and interactive communication skills

- Ability to maintain high standards of confidentiality
- Ability to multi-task with an attention to detail and accuracy

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 and include Human Resources & Accounts Payable Coordinator 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.