



## **POSITION DESCRIPTION**

### **PAYROLL AND BENEFITS ADMINISTRATOR**

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida ([www.vizcaya.org](http://www.vizcaya.org)). The Payroll & Benefits Administrator performs a variety of professional administrative and accounting work with emphasis on technical tasks related to payroll and benefits and preparation of payroll financial reports, statements, and special financial analysis. The position is on the Finance & Operations Team in the Finance and Business Office. The position reports to the Director of Finance.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. 2017. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

#### **Essential Functions**

- Coordinate the daily operation of the organization's payroll system and serve as principal liaison with third-party provider, troubleshooting system issues and periodically updating system set up as needed.
- Review biweekly time entries, verify employee self-service entry errors for completeness and compliance with established standards and procedures, verify that supervisors have approved same by deadline, and notify staff and supervisors of missing or unapproved time. Review payroll register for duplicate checks or other errors. Enters manual checks, as may be necessary.
- Process, calculate, and post a variety of payroll actions including wage garnishments, payments due for benefits during periods of unpaid leave, payroll liability claims, overtime and holiday hours worked; balance and correct payroll reports.
- Enter manual adjustments to leave accruals as may periodically be required for exempt employees working holiday or extra hours.
- Update system setup each year as part of benefit open enrollment process and develop material to help employees understand rates.
- Participate in analysis of benefit options during annual benefit selection process; review open enrollment data to ensure proper benefits and rates have been employed for each employee prior to the start of the relevant fiscal year; maintains contracts and invoices for all institutional benefits programs; review monthly benefit statements to ensure that billing reflects updated employee census; reconcile benefit statements against payroll register to verify that employee deductions and employer contributions match premiums charged; serve as point person with third-party benefits administrators to resolve invoicing errors.
- Review and reconcile ACH transactions associated with Flexible Spending accounts as well as biweekly transfers of employee contributions, employer safe harbor contributions, and employer matching contributions for organizational retirement plan. Reconcile retirement system report to payroll; make adjusting entries; process the agency's retirement report.

- Prepare semi-monthly payroll and all related payroll reports including tax deposits, 941 quarterly filings, and W-2's and other year-end reports; reconcile 941 quarterly reports to the general ledger.
- Investigate employee direct deposit ACH returns
- Prepare accounting records and financial and statistical reports related to payroll.
- Research and analyze regulatory updates and other information impacting the payroll system; implement required changes to system.
- Serve as liaison with financial institutions, auditors and departments and offices regarding payroll-related issues.
- Prepare payroll posting to the general ledger and monthly accruals; prepare ACH transfers.
- Assist independent auditors in their performance of annual audit.
- Review worker's compensation codes on a regular basis with human resources and assist during the annual worker's compensation audits.
- Serve as a backup to the Junior Accountant & Procurement Administrator.
- Perform related duties as assigned.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

### **Position Requirements**

- At least 3 years of work experience in human resources with a concentration in payroll.
- Associate degree in human resources or a related field.
- Deep and current knowledge of human resources with concentration in payroll and benefits administration. Considerable knowledge of basic accounting principles and practices.
- Highly motivated, organized, accurate and detail-oriented individual, who strives for excellence.
- Demonstrated leadership, teambuilding, communications, project management and financial management skills.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration, customer service, strategy and innovation.
- English fluency.
- Proficiency with Microsoft Office.

### **Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation**

- Additional relevant work experience, training and education.
- Spanish, Haitian Creole and other language skills.

### **Compensation**

Vizcaya Museum and Gardens offers competitive compensation with generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. Salary will be based on the selected candidate's experience and skills. The anticipated compensation is approximately \$53,000 for someone meeting the requirements of the position to approximately \$58,000 for someone exceeding them.

**Work Environment/Physical Demands**

The majority of work is done in an office setting, with some portion involving interaction with the public, community members, partners, donors, vendors, contractors and other constituents on and off site. Vizcaya is a non-smoking environment.

**Position Type/Expected Hours of Work/Schedule**

This is a full-time (40 hours per week), exempt position, typically Monday-Friday. Periodic evening and weekend work is required.

**To Apply**

Please submit a resume and a cover letter expressing your interest in this position to:

[HRVizcaya@vizcaya.org](mailto:HRVizcaya@vizcaya.org). Please reference the position title in the subject line of your email.

**Equal Opportunity Employer**

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

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