I. TITLE: Human Resources Manager

DEPARTMENT: Finance & Administration
GRADE: Full Time
FLSA: Exempt
SALARY RANGE: $46,000 to $48,000 commensurate with experience

II. POSITION SUMMARY: The primary objective of this position is to manage the human resources functions of the organization and secondarily to provide accounting support.

III. ESSENTIAL FUNCTIONS:
All work is performed with a direct reflection of the mission and values of the organization

Human Resources
• Prepare, submit, and record payroll
• Manage the staffing process, including recruiting, interviewing, hiring and onboarding
• Review, manage, and implement Talent Management, PTO, and group benefits, including health, dental, vision, supplemental benefits and 401(k) plan
• Ensure job descriptions are up to date and compliant with all local, state and federal regulations
• Ensure the organization’s compliance with local, state and federal regulations
• Develop training materials and performance management programs to help ensure employees understand their job responsibilities
• Create a compensation strategy for all employees based on market research and pay surveys; keeps the strategy up to date
• Investigate employee issues and conflicts and brings them to resolution

Accounting
• Assist the Director of Finance & Administration in the areas of accounts receivable, bank reconciliation, and audit preparation

IV. OTHER ACCOUNTABILITIES:
• Other duties as assigned

V. PHYSICAL DEMANDS AND WORK ENVIRONMENT:
• Assist at all Ballet Austin functions, events, performances. Requires some evening and weekend participation.

VI. EDUCATION AND EXPERIENCE:
• Minimum qualifications
  o Bachelor’s degree or equivalent experience and/or credentials in related field
  o 4 years of experience in the field of HR, including working knowledge of third party payroll systems
  o Working knowledge of Microsoft Office applications
  o Dependable, organized, and detail-oriented
• Preferred qualifications
  o Working knowledge of ADP Workforce Now and ADP 401K Plan
  o Basic level accounting knowledge

VII. COMPETENCIES -- KNOWLEDGE, SKILLS AND ABILITIES:
  Collaboration
  Effective Communicator
  Customer Focused
  Values Differences
  Resourcefulness
  Situational Adaptability
  Instills Trust

VIII. ORGANIZATIONAL RELATIONSHIPS:
  • Reports to: Director of Finance & Administration
  • Supports: Entire organization
  • Peer collaboration/communicates with: BA HR Law Counsel and BA Independent Accountants

TO APPLY
Please email cover letter, resume, to HR@balletaustin.org

BACKGROUND SEARCH REQUIRED
NEW HIRES WILL BE ASKED TO PROVIDE PROOF OF COVID-19 VACCINATION

Ballet Austin is committed to enhancing the diversity of our student body, faculty, and staff. Hiring and other employment-related decisions are made on the basis of an individual’s qualifications, past experience, overall performance and other employment-related criteria. In conjunction with Ballet Austin’s commitment to increasing the racial diversity within our organization, we are particularly interested in receiving inquiries from applicants of color. It is the policy of Ballet Austin to provide equal opportunities for employment and advancement for all individuals, regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.