



Position Announcement/Description  
**Midland Center for the Arts**  
**Midland, MI**

**Position Title:** Human Resources, Payroll & Benefits Specialist  
**Supervisor:** CFO/Vice President of People Strategy  
**Classification:** Full Time Exempt  
**Last Updated:** September 14, 2021

**About Midland Center for the Arts**

Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class art and entertainment experiences are enjoyed by audiences from around Michigan and beyond and the Center strives to share cultures and stories that reflect the diversity of our audiences and the world. We strive to provide a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms, pursuing our mission as the cultural destination for our region and beyond. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

**POSITION CONCEPT**

Under the general supervision of the CFO/Vice President of People Strategy, the Human Resources, Payroll & Benefits Specialist implements the activities relating to the Center's human resources, payroll, and benefit processes. This position also assists and advises the VP of People Strategy on all HR matters especially communicating any concerns that affect the wellbeing of Center employees.

**DUTIES AND RESPONSIBILITIES**

The duties of this position include, but are not limited to:

**PAYROLL PROCESSING**

- Maintain payroll data integrity.
  - Create and maintain employee personnel files for all activities related to new hires, terminations, transfers, pay and changes in benefits, employees' personal data, job levels, salaries, paid time off.
  - Enter and maintain employee payroll records using the HRIS (Paycor)
  - Monitors the tracking of ACA and OSHA data.
  - Calculates and Tracks Short Term Disability benefits.
- Support employees and managers using the HRIS including training, issue resolution, and monitoring activity/user behavior.
- Prepare and process bi-weekly payroll for all employees with the assistance of

the Accountant using the HRIS; including reviewing timecards , maintaining tax and direct deposit information, administering regulatory requirements, e.g., garnishments, tax levies, and support orders, and other adjustments to pay as necessary.

- Oversee the filing of State required New Hire reports through the HRIS.
- Respond to all unemployment claims in a timely manner.
- Administer the time and attendance policy and paid leave policy for all employees.
  - Establish and communicate annual payroll calendar deadlines and official holiday and paid day off schedule.
- Produces scheduled and ad-hoc reports pertaining to payroll and human resources requirements.
- Assist with filing other Payroll required reports as requested.

## **HUMAN RESOURCES / BENEFITS ADMINISTRATION**

- Recruitment
- Distribute job postings and schedule interviews with candidates
- Respond to reference checks and verification of employment status
- Perform background checks
- Coordinate new-hire orientations
- Manage the hiring of contracted employees (instructors, music and show directors etc.) and monitor that all documentation is in place
- Coordinate the IT function for new hires including setup of accounts and access to appropriate programs with IT Staff
- Lead and monitor the goal setting process for the employees
- Lead and monitor the performance evaluation process
- Assist with the compensation program
  - Oversee the use and data entry of any compensation benchmarking programs purchased by the Center e.g. Payscale
- Assist employees and supervisors with basic interpretation of HR, payroll, and benefit policies and procedures
- Plan and implement employee recognition programs
- Assist with training and development initiatives that support employee needs as requested
- Benefits Administration
  - Maintain benefit data integrity.
  - Coordinate annual open enrollment period each year: review plans, assist CFO with establishing employee contribution for plans, materials from carriers, communicating changes to employees\answering questions, schedule employee presentation, and process changes within deadlines.
  - Administer employee enrollment into benefits programs including but not limited to medical, dental, life, STD/LTD, 403(B), FSA etc.
    - Manage all short- and long-term disability claims; continuously follow up on status and employees return date.
    - Ensure appropriate documentation is received before employee returns to work.
    - Manage Family & Medical Leave requests.
  - Review and explain benefits to new hires.
  - Follow-up and ensure new hires enroll in benefits before effective date.
  - Administer Employee Perks.
- Serve as a contact person for employees regarding HR issues, questions and policies; consulting with managers regarding HR issues and questions; being available for confidential consultation with stakeholders.
  - Provide consultation to supervisors requiring assistance with employee performance or conflict issues including the development of Performance Improvement Plans (PIP) as needed

- Perform investigation of situations requiring resolution.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Serve as a communicator of HR information to staff through written form, email, internal website
- Separations/Terminations
  - Develop/discuss exit strategies for employees with supervisors
  - Develop separation documents as required
  - Consult legal counsel as required
  - Conduct Exit Interview with all separating regular employees
- Assist and advise the VP of People Strategy on all HR matters and especially communicating any concerns that affect the wellbeing of Center employees

**PREFERRED KNOWLEDGE, EXPERIENCE AND ABILITIES:**

**Qualifications:**

- Familiar with demonstrated leadership abilities and strategic thinking.
- Strong organizational and administrative skills. Detailed oriented.
- Excellent written and oral communication skills.
- Strong interpersonal skills and an ability to work with a diverse variety of individuals.
- Discreet, able to handle confidential and proprietary information appropriately. High level of integrity.
- Experience in recruiting through various channels.
- Advance computer skills to include data entry, Word, and Excel.
- Experience using HRIS software preferred.
- Ability to succeed in a fast-paced environment.
- Commitment to diversity, equity, inclusion, and access, and a desire to work with people across many lines of difference.

**Education and Experience Requirements**

- Bachelor's Degree in Human Resource management or related field or certification
- Work experience in Human Resources, Payroll & Benefits Management or appropriate related experience desirable
- Recent college graduates are encouraged to apply

**APPLICATION INFORMATION**

Email Cover Letter and Resumé to: [HR@midlandcenter.org](mailto:HR@midlandcenter.org)

Tina Siegmund – HR, Payroll & Benefits Manager

Deadline: Open until Filled