

PAYROLL SPECIALIST



JOB OVERVIEW:

The ideal candidate is highly analytical, familiar with all aspects of full cycle payroll, technologically inclined and would thrive in a fast-paced startup environment. This is a great opportunity to take on, as well as obtain great experience in operational and technical accounting in the experiential retail and entertainment industry. The Payroll Specialist is a key professional, leading all payroll activities for the organization. They will oversee all aspects of payroll processing (including pre-processing, calculating, and post-processing activities) and be a part of the HR team in consistently taking a customer-focused approach with all activities. Ultimately, we expect each employee to personify AREA15 itself: Authentic. Engaged. Uninhibited. Welcoming. Visionary.

RESPONSIBILITIES AND DUTIES:

- Responsible for overseeing the day-to-day Payroll administration
- Develops and maintains payroll policies and procedures, payroll calendars, payroll checklists, process maps, and other procedural documentation.
- Ensures compliance with all corporate policies and procedures.
- Partners cross-functionally to provide compliance reporting and process controls.
- Develops and maintains payroll disaster recovery methodology , plans, and processes
- Maintains an understanding of Finance concepts, methods, standards, principles, and technology, and makes sound decisions and recommendations based on that understanding.
- Ensures the efficient and accurate payroll processing in alignment with all internal controls, including bi-weekly payroll, retroactive payments, bonuses, status changes, timesheet verification, new hires, terminations, final checks, special pay adjustments and disbursements, garnishments, W2s, amendments, reconciliations, etc.
- Works closely with the Finance team in ensuring all payroll activities confirm to all applicable guidelines, laws and policies.
- Coordinates related personnel action with Human Resources
- Own all aspects of the payroll process. This will include standard payroll processes, research, analysis, remediation, reporting, and all compliance related matters pertaining to payroll.
- Develops and maintains in-depth knowledge of all payroll systems to independently research and resolve payroll issues; reaching out to vendors, as necessary.

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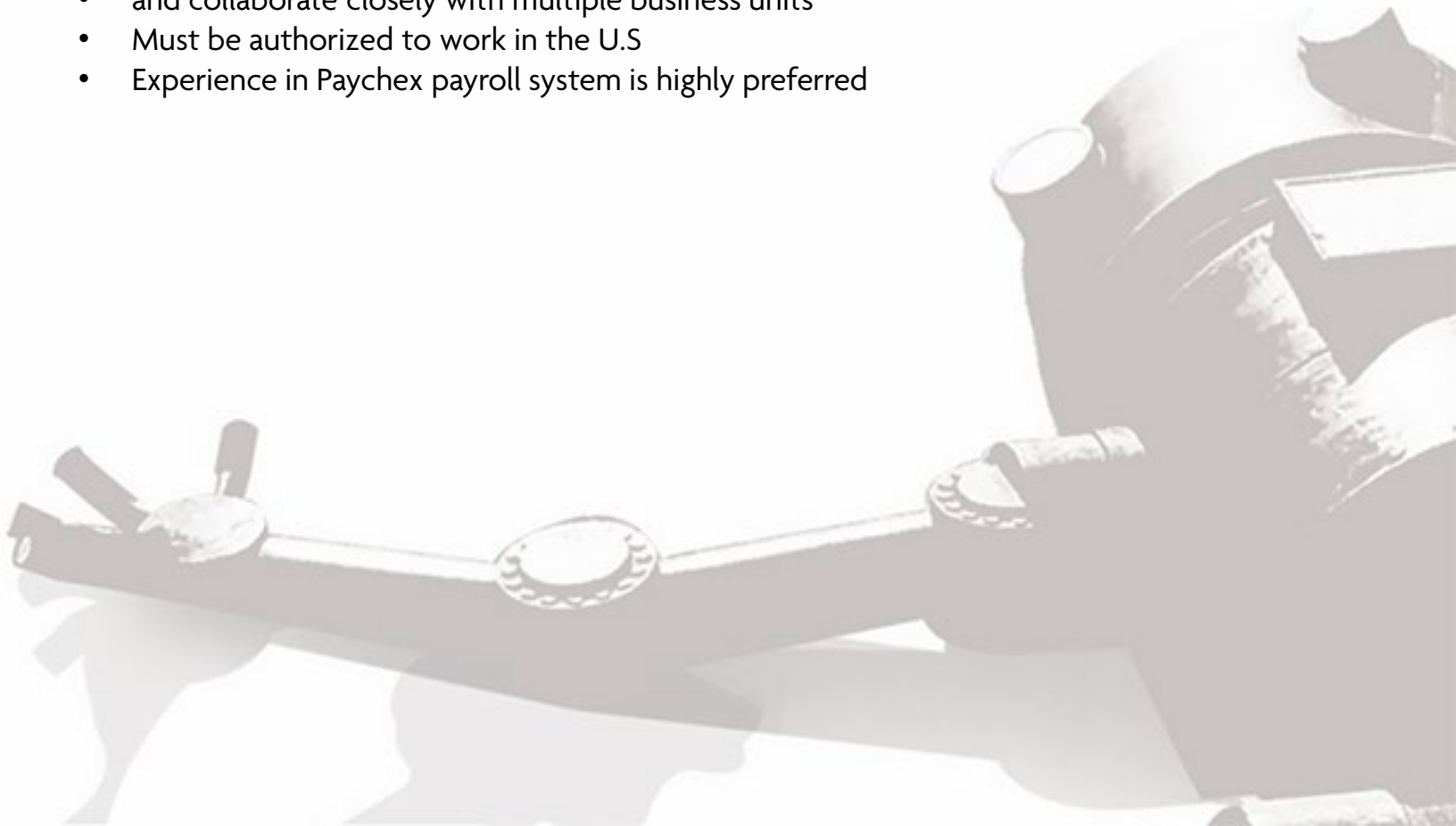


RESPONSIBILITIES AND DUTIES:

- Experience in computerized payroll systems and the ability to understand data flow and transfers as well as a working knowledge of MS Word and Excel are required.
- Position requires the ability to maintain confidentiality of records.
- Must also possess demonstrated ability to process high volume computer input with a high level of accuracy. Capable of performing work within fixed time constraints.
- Performs other job-related duties as assigned

QUALIFICATIONS & SKILLS

- Candidates must have a solid understanding of IRS rules and regulations relating to payroll taxes, and other compensation and benefit plans, as well as a strong familiarity with complex time, attendance, and scheduling systems record of success.
- Possess strong communication skills, both written and verbal. Must be a team player and possess the ability to interface on all levels with coworkers, employees and management.
- A minimum of 3+ years of Payroll experience
- Strong written and verbal communication skills
- Detail-oriented, data-driven, with a high degree of financial literacy
- Must be able to work in a (very) fast-paced environment, multi-task and prioritize, and collaborate closely with multiple business units
- Must be authorized to work in the U.S
- Experience in Paychex payroll system is highly preferred



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ABOUT AREA15

AREA15, located minutes from the Las Vegas Strip, is the world's first purpose-built experiential entertainment complex offering live events, immersive activations, monumental art installations, extraordinary design elements, unique retail, ground-breaking technology, bars and eateries and much more. With a growing collection of dynamic destinations including [Dueling Axes](#), [Emporium](#), [Lost Spirits Distillery](#), Oddwood Bar, Wink World, The Beast, a culinary experience by Todd English, and anchor experience, Meow Wolf's Omega Mart, AREA15's is an ever-changing art, retail and entertainment destination attracting locals and tourists of all ages.

For more information visit www.AREA15.com and follow on Instagram and Twitter: @AREA15Official; Facebook: [AREA15LasVegas](#) and YouTube: [AREA15](#).

AREA15 is an equal opportunity employer and values diversity. We are committed to complying with all federal, state and local laws providing equal opportunities and all other employment laws and regulations.

TO APPLY, PLEASE FILL OUT OUR [EMPLOYMENT APPLICATION FORM](#) AND ENTER "PAYROLL SPECIALIST" AS THE POSITION YOU ARE APPLYING FOR.

