



THE MCKNIGHT CENTER

FOR THE PERFORMING ARTS AT OKLAHOMA STATE UNIVERSITY

AP/AR, Payroll and Benefits Coordinator

Job Description

Reports to: Executive Director

Status: Full-Time, Exempt

MCKNIGHT CENTER MISSION:

The McKnight Center for the Performing Arts inspires and transforms individuals' lives through artistic excellence, shared creative experiences, and impactful learning opportunities. Performances and events are presented in a supportive environment that seeks to eliminate obstacles to attendance for all audiences.

VISION STATEMENT:

Oklahoma State University leads land grant universities in their contributions to art and culture in America, creating a dynamic, highly reputable institution where young artists desire to attend and learn, faculty are eager to contribute, and the OSU family continue their loyal journey with a balance of exceptional academics, innovative research and an enriching art and culture environment.

DEPARTMENT PURPOSE:

The Finance and Human Resources Department exists to ensure that The McKnight Center has the financial and human resource systems and procedures in place to support effective program implementation and proper and efficient stewardship of resources.

PRIMARY PURPOSE:

Under the general supervision of the Director of Finance, the Accounts Payable, Payroll and Benefits Coordinator is responsible for timely and accurate processing of bank deposits, issuance of rental client invoices, check requests and AP processing, calculating, and submitting payroll to the payroll processor, tracking of employee benefits, and processing of new and exiting employee paperwork.

KEY AREAS OF FOCUS:

Accounts Payable

- Track invoices and billing for timely submission for payment.
- Manage the approval and submission process for company-wide payables.
- Ensure that all check requests get timely approval, and that GL accounting and project codes are accurate.



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- Oversee credit card statement processing and payment including gathering receipts from cardholders.
- Mail/distribute signed checks.
- Oversee and analyze Bursar Account details, ensuring accuracy and timely processing.

Accounts Receivables

- Create and issue final invoices to rental clients for services rendered.
- Track payment of outstanding receivables and facilitate collection of past-due amounts.
- Log all incoming checks, following internal check handling procedures.
- Record and deposit checks in coordination with Director of Finance.

Human Resources

- Process and submit regular payroll items to payroll processor including proper taxes, deductions, and fringe benefits where applicable.
- Distribute paychecks/paystubs accordingly.
- Track employee time-off records and other benefits tracking. Report to payroll processor as needed.
- Track, calculate and submit new payroll deductibles for health insurance, retirement plans and other deductibles during benefits renewal period.
- Process background checks and all paperwork related to new hires and paperwork for exiting employees.
- Provide assistance with problem troubleshooting and resolving employee pay discrepancies.
- Provide employment verification for inquiring agencies.
- Manage year-end employee paperwork and reporting such as 1099s and W-2s.

Administrative

- Provide exceptional customer services to vendors, subcontractors, and internal colleagues.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Filing to ensure accurate recordkeeping.
- Open and distribute company mail.
- Prepare various routine and special reports, as necessary.
- Data entry as required.
- Update and maintain accuracy of staff handbook in accordance with approved policies and revisions under the direction of the Executive Director.

Knowledge, Skills, and Abilities:

- Knowledge of GAAP accounting.
- Knowledge of non-profit accounting a plus.
- Strong written and oral communications skills and strong organization skills.
- Ability to meet deadlines, proven aptitude for accuracy and detail.
- Analytical, financial, and strategic planning skills.
- Required adherence to strict confidentiality in performing all duties.



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- Demonstrated personal attributes of honesty, trustworthiness, respect, flexibility, and sound work ethics.
- Other duties as assigned.

JOB COMPETENCIES AND EXPERIENCE:

- College degree in finance or accounting.
- Minimum three years of experience in bookkeeping.
- Human Resource oversight and non-profit experience highly desired.

ORGANIZATIONAL COMPETENCIES:

- **Effective Communication:** Able to present effectively to large groups of individuals; is clear, articulate, and direct in sharing and providing feedback; develops communication plans to ensure effective transparency and involvement throughout the organization; able to present complex issues appropriately for a target audience; maintains communication with all staff and stakeholders
- **Execution & Initiative:** Drives a high performance culture, having the ability to differentiate performance and demonstrate managerial courage; maintains focus on organizational priorities and sets challenging performance goals for units; invest personal energy and time in building buy-in among key influencers in advance of critical decisions; seeks to ensure that strategic initiatives are effectively executed and communicated to relevant audiences within the organization; encourages an environment in which results surpass activity and teamwork surpasses results; able to remain focused on only mission-related initiatives
- **Teamwork/Interpersonal Skills:** Builds cohesive teams of people across organization based on strong personal trust and relationships; motivates the organization to increase employee engagement levels; constantly assesses and builds team morale; seeks out relationships with experts as a means of obtaining information about best practices and skills vital to departmental and organizational success; maximizes personal networks in different parts of the organization, campus & community partners, and effectively uses contacts to achieve organizational goals
- **Problem Solving/Judgment:** Oversees the development of guidelines, principles, and approaches; appropriately applies risk management practices, including the escalation of risk issues, and recognizes and undertakes opportunities for others to learn from inevitable mistakes, and incorporates experience in future decisions; able to anticipate problems/challenges and required strategy for a situation; makes connections among previously unrelated ideas and looks beyond the first right answer
- **Adaptability/Flexibility:** Plays an active role in implementing change; encourages others to challenge the status quo; able to quickly adapt and lead during changing circumstances; foresees potential breakdown in the establishment/development of change and proactively recommends modifications to maintain standards of deliverables; anticipates specific reasons underlying resistance to change and proactively implements approaches to address potential concerns; remains active, visible and engaged throughout all stages of change management



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- **Courage & Conviction:** Takes responsibility for departmental outcomes regardless of success and learns from all results; creates a departmental environment where failure is an opportunity for learning
- **Patron Centered:** Uses patron and university feedback to improve service and feed into the business planning; builds performance-based business relationships by identifying and meeting patron needs rather than simply relying on social or affiliated relationships

PHYSICAL REQUIREMENTS

Must use a computer terminal and view a computer screen for extended periods of time. Must talk in person or by phone (frequently and sometimes for extended periods) to people on campus and across the country. Must constantly use visual acuity to check printed and designed materials of various types. Must be able to navigate within the McKnight Center. Typical office working conditions.

DIVERSITY AND INCLUSION

The McKnight Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, race, national origin, religion, sex, sexual orientation, or status as a protected veteran.

APPLICATIONS:

Please submit cover letter, resume, and professional references to HR@McKnightCenter.org. Please, no phone calls.