

**Z2 ENTERTAINMENT & FORT COLLINS ENTERTAINMENT**  
**Boulder Theater + Fox Theatre + Aggie Theatre**  
**Chautauqua Summer Concert Series**

**Human Resources and Payroll Coordinator**  
**Position Overview**

This position is a full-time salaried and benefited position in Boulder, CO. Z2 and FCE operate the music venues Boulder Theater, Fox Theatre and Aggie Theatre as well as booking the Chautauqua Summer Concert Series and 10 Mile Music Hall. This position supports the VP of Accounting & Finance and requires a knowledge of human resources administration and accounting administrative assistance. The salary range is \$55,000-\$60,000 depending on existing skills and experience as detailed below. This position is not a primarily remote working opportunity.

**DUTIES AND RESPONSIBILITIES INCLUDING BUT NOT LIMITED TO:**

**Human Resources Responsibilities**

- **Onboarding:**
  - Facilitate the onboarding process for new hires, including orientation, and completing necessary documentation.
  - Update all companywide contact lists, including Google Suites when applicable.
- **Employee Records Management:**
  - Maintain and update employee records.
  - Ensure all employee data is accurate and secure.
- **Benefits Administration:**
  - Administer employee benefits programs including health insurance, retirement plans, and other perks.
  - Assist employees with benefits inquiries and resolve issues related to benefits.
- **Compliance:**
  - Ensure compliance with federal, state, and local labor laws and regulations.
  - Prepare and maintain compliance reports and documentation.
  - Regular review and update of the employee handbook.
- **Employee Relations:**
  - Address employee inquiries and concerns regarding HR policies and procedures.
  - Support employee engagement initiatives and workplace culture programs.

**Payroll**

- **Payroll Processing:**
  - Process payroll on a bi-weekly basis, ensuring accuracy of hours worked, deductions, and benefits.
  - Prepare and distribute paychecks or direct deposit payments.
- **Record Keeping:**
  - Maintain payroll records and ensure accurate documentation for audits and reporting purposes.
  - Handle payroll-related queries from employees and resolve discrepancies.

- **Reporting:**
  - Prepare payroll reports and summaries for management review.
  - Ensure timely submission of payroll taxes and filings.
- **System Maintenance:**
  - Maintain and update payroll software and systems.

### **Accounting Responsibilities**

- Assist with accounting data entry including but not limited to accounts receivables and accounts payable, cash reconciliations and banking responsibilities.
- Enter bills on a weekly basis for check runs every Friday.
- Enter daily sales for bar sales and box office sales.
- Submit Artist deposits as required.
- Create invoices for rental events as requested.

### **REQUIRED QUALIFICATIONS**

- Minimum of 1 year of Human Resource and Payroll Processing.
- Proficiency with Microsoft Office Suite, Google Suites, experience with Payroll Processors (ADP, Paychex, or similar systems), knowledge of QuickBooks a plus.
- Ability to multi-task and be detail oriented. Prioritization and time management skills are key to ensure that work related activities are completed in an accurate and timely manner.
- Ability to work effectively in a Team-oriented, High-demand and Fast-paced environment.
- Ability to maintain high level of confidentiality and work with highly sensitive data and information.
- Effective communication skills to deal with various levels of staff and outside contacts, as well as communicating company policies and changes to staff.
- Experience with cash handling, making deposits, and building cash banks.

### **REPORTING RELATIONSHIP**

Reports to Vice President of Accounting & Finance.

### **ADDITIONAL QUALIFICATIONS**

Every employee at Z2 Entertainment is expected to be a creative problem solver as well as possess a strong and positive attitude regarding customer service, striving to provide a high-quality guest, employee and artist experience through every action taken.

Additionally, it is a policy at Z2 that all communication, written and verbal, be honest and respectful between all employees, bands, patrons, and clients. Any communications that are more “challenging” should be verbal rather than written, using a supervisor as a third-party mediator if necessary. This is an essential part of how we operate and a crucial element in how we approach conflict resolution.

**Please send resumes to Shauna Bowler Nashak, [accounting@z2ent.com](mailto:accounting@z2ent.com).**