

Job Title: Office Administrative Support and Payroll Clerk  
Job Classification Hourly / Non Exempt  
Reports To: Human Resources Manager  
Schedule: 16- 20 Hours (Flexible Hours Monday thru Friday)  
Training: Onsite with the possibility of going remote

### **About Us:**

For over 20 years, Pyramind has specialized in offering the highest quality studio services and education in music production, composition, sound engineering, sound design, audio post production, live performance, and DJing. Our years of studio and business development experience served to inform the development of our curriculums. We have carefully crafted our programs to fit the needs of someone who is looking to build a career in the music and game audio industries as well as those just starting their journey into sound.

Our students have gone on to open their own studios, tour the world, start their own labels and publishing companies, get signed to international labels, release sample packs with Splice, Loopcloud, & Black Octopus and work for companies such as Sony, Blizzard, Facebook, Google, Universal Audio, Doublefine, and so many more!

### **About You:**

Considered a model of professionalism and positivity \* Ability to effectively communicate/ work with all levels of management within the organization \* Maintains high ethical standard regarding work requirements \* Maintains high ethical standard regarding work requirements \* Maintains strict confidentiality of company information at all times, inside and outside of workplace.

### **Payroll duties and responsibilities**

- Checking the number of hours employees have worked
- Verifying wages and salaries using Zenefits HR Platform
- Issuing employees' wages by electronic transfer using Zenefits HR Platform
- Collaborating with the human resources department to maintain employee data
- Calculating pay raises, shift payments and overtime compensation
- Resolving issues employees have with timesheets, payslips and other payroll matters
- Changing employee bank records when necessary to process payments accurately
- Initiating direct deposits

#### Other duties & responsibilities:

- Conduct light bookkeeping activities including accounts payable and some contractor invoicing.
- Coordinate bookkeeping with Accountant.
- Manages all aspects of HR functions – benefits, EE compliance, benefits renewal.
- Responsible for professional licenses, contracts, and insurance renewals.
- Research and schedule talent for Podcast interviews
- Prepare letters, emails, and secure necessary assets for publishing of Podcasts. (Headshots, Bios, Web Links and any other audio visual assets).
- Maintain and organize company files.
- Maintain and update project schedules.
- Conduct research, local and state permit applications.
- Order and maintain office supplies and inventory.
- Conduct general errands including delivering and picking up documents and supplies.
- Other responsibilities may apply.

## Qualifications

- Post-secondary education is preferred but not required.
- 3+ years Office Manager/Administrator experience with exceptional organizational ability.
- Experience with benefits administration including enrollment and changes to employee benefits.
- Working knowledge & minimum two years experience with Quickbooks
- Zenefits HR Platform knowledge is a plus.
- Book 2 Bank Bill pay knowledge is a plus.
- Proficiency with MS Office including MS Excel and MS Word.
- Proficiency with Adobe Acrobat
- A valid driver's license and vehicle for errands (we reimburse for mileage)

We have a terrific office environment that is professional and casual. The position is about 16-20 hours per week with a flexible schedule. If you are interested in becoming part of the Pyramind team, please submit a cover letter and your resume for consideration.

We are an equal opportunity employer.