JOB DESCRIPTION
Payroll/AP Accountant

Position:	**Payroll/AP Accountant**	Status:	Exempt
Department:	Finance & HR	Full/Part Time:	Full-Time
Reports To:	Controller	Annual/Seasonal:	Annual
Start Date:	As soon as possible	Salary:	$55,000-$65,000
To Apply:	Click Here to Apply	**Deadline to Apply:**	Open Until Filled

ABOUT MILWAUKEE REP

Milwaukee Rep is Wisconsin's largest performing arts organization in terms of audiences served and one of the largest professional theaters in the country. Each year, nearly 300,000 people experience a wide range of productions and events, from Broadway musicals and Shakespeare to American classics and World Premieres. At Milwaukee Rep, we value inclusion, innovation, collaboration, and quality. Our team plays an important role in advancing our mission to ignite positive change in our community through the transformative power of theater. We are committed to building a diverse and inclusive workplace and encouraging candidates from a variety of backgrounds and experiences to apply. While few candidates will meet every qualification listed, we encourage individuals who are excited about the opportunity and believe they can contribute to our success to apply.

POSITION SUMMARY

Milwaukee Repertory Theater is seeking a detail-oriented and deadline-driven **Payroll/AP Accountant**. The ideal candidate will bring exceptional accuracy to every transaction, stay organized while managing multiple recurring payroll and payables deadlines, and thrive as a versatile team player in a fast-paced arts environment. This role offers significant growth opportunities for an accounting professional passionate about supporting the theater's mission while delivering reliable, accurate work and communicating effectively across all departments.

Direct Reports: 0 FTE

What We Are Looking For:

- **You have an unyielding attention to detail and are passionate about accuracy in every aspect of your work.** You ensure every detail and record is correct and compliant.
- **You work efficiently and proactively,** handling deadlines, resolving discrepancies quickly, and streamlining tasks with technology.
- **Your communication is clear and solution-focused,** making complex processes understandable for colleagues at every level. When discrepancies arise, you promptly flag them and provide actionable information and next steps.

Major Duties and Responsibilities:

Payroll Management

Core Operations

- Process four employee payrolls (weekly and bi-weekly cadences)
- Maintain payroll system accuracy (employee records, withholdings, deductions, union contract rates)
- Ensure compliance with union contracts
- Process wage garnishments and court-ordered deductions
- Coordinate with Human Resources on new hires, terminations, and benefits changes
- Prepare annual workers' compensation audit and census data for benefit providers
- Identify payroll process improvements and reduce manual work

Payroll Accounting

- Reconcile monthly GL entries and liability accounts (accrued payroll, payroll taxes payable, employee deductions), investigating discrepancies and explaining variances
- Ensure accruals are accurate and timely

Accounts Payable and Vendor Management

Core Operations

- Process invoices, code entries, and maintain vendor records with accuracy
- Coordinate with various departments to ensure invoices are processed accurately and posted correctly to the general ledger
- Reconcile vendor statements and investigate discrepancies
- Support the complete and accurate reflection of all AP transactions in the accounting system, including proper expense coding, accruals, and liability tracking

Credit Card Program Management

- Assist in administering the company credit card system, including cardholder setup and policy enforcement
- Monitor credit card transactions for policy compliance and appropriate business use
- Manage the monthly credit card reconciliation process, ensuring all charges are properly reviewed, approved, and coded
- Ensure credit card transactions are accurately recorded in the accounting system with proper documentation and GL coding
- Address policy violations and work with cardholders to resolve missing receipts or documentation

1099 Contractor and Contract Administration

- Maintain contractor and agent contracts, understand contract terms and structure payments
- Set up vendors in system with correct payment structures
- Manage 1099 year-end reporting and reconciliation
- Organize and maintain contract filing system
- Identify multi-year contracts for audit purposes
- Flag upcoming contract renewals or expirations

Additional Responsibilities

- Support management with ad-hoc financial analysis and special projects
- Support grant reporting and compliance requirements
- Serve as backup coverage for various team members during planned leaves and absences

REQUIREMENTS OF THE POSITION

Experience & Education

- Bachelor's degree, preferably in Accounting, Finance, or related field
- 2-5 years of direct payroll experience, preferably in nonprofit or organization with union contracts

Technical Skills

- Proficiency in accounting software is essential; Sage Intacct preferred
- Experience with payroll systems and software is essential; Paylocity preferred
- Experience with AP systems and software is essential; Bill.com preferred
- Strong understanding of balance sheet reconciliation processes
- Intermediate Excel skills; Excel is used daily for reconciliations and reporting, and finalists will complete a short Excel exercise
- Familiarity with nonprofit accounting principles and fund accounting preferred

Core Competencies

- Exceptional attention to detail with ability to maintain accuracy under tight deadlines
- Strong analytical and problem-solving abilities
- Self-motivated with ability to work independently and manage priorities
- Excellent interpersonal skills and ability to collaborate across departments
- Strong written and verbal communication skills to explain financial information clearly to non-finance stakeholders
- Systems thinking with drive to improve processes and build efficiency
- Curiosity and eagerness to learn all aspects of theater financial operations
- Flexibility and adaptability to take on diverse responsibilities and provide backup support

What We Offer

- Collaborative, creative work environment with passionate colleagues
- Competitive salary and comprehensive benefits package

- Professional development opportunities
- Opportunity to contribute to a thriving arts organization making significant community impact

Physical Demands

This role includes working at a computer for several hours daily, maintaining prolonged static postures, performing repetitive hand and wrist movements, sustaining visual focus on screens, and enduring extended periods of sitting. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BENEFITS OFFERED

Employee Benefits

Health & Dental Insurance – Employee contribution to premium
Health Savings Account & Health Reimbursement Account
Flexible Spending Account
403(b) Retirement Plan

Paid Time Off Package including Vacation Time, Sick Leave, Holidays, Parental Leave, Medical Leave

TO APPLY

Required Materials: Online Application**,** Resume, and Optional Cover Letter.

Deadline to Apply: Applications will be accepted on a rolling basis until the position is filled. To maintain an equitable process, everyone *must* apply online. Any candidate who requires accommodations to submit an online application should contact careers@milwaukeerep.com

Submit Application Materials Online

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.

Additionally, any physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.