



IATSE Local 15 represents entertainment industry workers who facilitate and execute live events including theatre, concert venues, corporate and private events. We are a trade union and our values reflect those principles in how we act and interact with employers, presenters, the audience, and each other: respect, excellence, integrity, inclusion, equity, adaptability, and accountability.

Position: Assistant Business Representative for Payroll

Job Purpose: Manage, maintain, and develop consistent payroll practices for IATSE Local 15.

Job Duties Include:

- Check payrolls submitted by the payroll stewards.
- Process Payrolls for Local 15 Employers.
- Generate a Trustees Quarterly Payroll Log
- Update Excel Rate Sheets for each employer.
- Maintain IA Benefits Workbook
- Maintain IA Wage Lookup Workbook with Hours Log
- Create and maintain payroll templates used by the payroll stewards
- Update Member Web Page with Excel Rate Sheets, contracts, and Payroll Steward tools.
- Teach Payroll Steward classes.
- Work with members to get their paychecks corrected.

Skills/Qualifications:

- Excellent attention to detail
- Highly skilled with MS Excel including formulas and lookup functions
- Good interpersonal skills
- Minimum 2 years previous payroll experience

Qualities we are looking for in a candidate include:

- Customer Service - the ability to work effectively with others to satisfy their service expectations

- Communication - the ability to take part in effective communication, characterized by skills and understandings that enable communication incorporating the Union's values
- Job Knowledge - the degree to which candidates have job-specific knowledge necessary to provide the appropriate quality and quantity of work in a timely and efficient manner
- Accountability - the ability to demonstrate responsibility for personal and professional conduct, contributing to the overall goals and objectives of the Union
- Interpersonal Skills - the ability to interact effectively with others to establish and maintain smooth working relationships
- Transparency - the willingness to be open and honest, and to acknowledge and apologize for mistakes while maintaining appropriate confidentiality

This position is part time, up to 10 hours per week, and reports to the Business Representative and IATSE Local 15 President. As we review our organizational structure, this position may change in the future.

Pay is based on the 5th Avenue Theatre Department Head Rate.

To apply, please send a cover letter and resume to IATSE Local 15, Attn: Payroll Business Rep Search, 2800 1st Ave, #231, Seattle, WA 98121 or via email to pres@ia15.org with the subject Payroll Business Rep Search.