



Position opening:

P/T Human Resources & Accounting Asst

Booth Amphitheatre

Cary, NC

POSITION: Human Resources & Accounting Assistant (Part-time)
DEPARTMENT: Finance
REPORTS TO: Director of Finance
FLSA STATUS: Part-time, Hourly, Non-Exempt

Summary:

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a part-time Human Resources & Accounting Assistant for SMG: Booth Amphitheatre. This position is approximately 15-20 hours per week.

Essential Duties and Responsibilities

Include the following. Other duties may be assigned.

- Human Resources Major Responsibilities
 - Follows SMG Human Resources policies to assure compliance with legal requirements and government reporting regulations affecting human resources functions. Maintains compliance with state regulations concerning employment.
 - Administers various Human Resources plans and procedures for all facility personnel.
 - Performs recruitment activities. Writes and places advertisements. Recruits, interviews, tests, and helps select employees to fill vacant positions. Assists with planning and conducting new employee orientations and assures completion of all new hire paperwork. Maintains recordkeeping to assure compliance with company's affirmative action policy.
 - Coordinates training for Managers in interviewing, hiring, terminations, promotions, performance management, performance review, and sexual harassment. Coordinates training for employees in SMG Customer Service Training.
 - Maintains employee records for vacation, sick and personal time.
- Main Responsibilities in Accounting
 - Prepares rental contracts from templates.
 - Creates staffing check-in sheets, approves contracted staffing invoices, and allocates labor to events.
 - Assists with tour merchandise to include interfacing with tour representative, inventory counts and settlement.
- General Administrative Duties
 - Assists with answering phone calls
 - Provides excellent customer service and resolves complaint issues.
 - Other duties assigned by General Manager and Dir. of Finance.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's Degree (BA) from four-year college or university preferred
- 1 to 2 years related experience and/or training preferred
- Or equivalent combination of education and experience

Skills and Abilities

- Solid knowledge of principles and practices of personnel administration
- Strong analytical and problem solving skills
- Excellent verbal, written and interpersonal skills essential
- Familiarity with FMLA, FSLA, Affirmative Action and related state and federal regulations preferred

Computer Skills

To perform this job successfully, an individual should be proficient in Word and Excel. Experience with ADP, ADP eTime or HRIS software payroll systems desirable.

Other Qualifications

- Irregular hours and minimal land and/or air travel may be required.

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events.

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

TO APPLY:

Please send a completed SMG application, copy of your most recent resume, and a cover letter which includes wage requirements to:

Kathy Hains

hr@rprk.com or to

SMG: Booth Amphitheatre

101 Wilkinson Ave

Cary, NC 27513

SMG is an Equal Opportunity/Affirmative Action employer,
and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to
apply. VEVRAA Federal Contractor.

Date Opened: 2/20/17

Closing Date: When Filled

