



Job Description

Job Title:	Global Payroll and Benefits Administrator
Department:	HR
Location:	Toronto / New York
Reporting to:	Global Head of People and Culture

About Us:

Anthem Entertainment is a content and services company comprised of four major divisions: music publishing, recorded music, production music, and film and television services. We support artists, create content, and provide entertainment services around the world. As technology and entertainment evolve, we work hard to create and maximize opportunities for our talent and our clients. Our unique approach combines an intense focus on creativity, agility, and entrepreneurialism, with the scale of a global platform. Anthem Entertainment operates in New York, Los Angeles, London, Nashville, Belfast and Toronto.

About the Role:

Anthem Entertainment is looking for a New York or Toronto based **Global Payroll and Benefits Administrator** reporting into the Global Head of People and Culture. The Payroll and Benefits Administrator is primarily responsible for the coordination and implementation of payroll and benefit services for all employees in the organization.

Key Responsibilities:

- Responsible for Anthem's global Payroll Processing and Administration, which includes:
 1. coordinating the payroll processes ensuring accurate, timely payment of all employees.
 2. Accurately prepares, documents, distributes, and reconciles payroll for all of Anthem's divisions.
 3. Coordinates details of payroll processing and the preparation of required tax filings with payroll vendor.
 4. Assures proper administration and employee communication for court ordered requirements such as tax levies, garnishments, and/or support orders.
 5. Maintains up-to-date knowledge of country, city, state, provincial, local, and federal legislation affecting payroll; understands and follows applicable provisions.
 6. Oversees the handling of all paperwork and issues related to payroll tax reporting, interfacing with tax service provider as needed.
 7. Understands and supports Finance Department's need for information and ensures their needs are met.

8. including but not limited to: stipends, variable compensation, short- and long-term incentive plan payouts, taxable benefit reporting, spot bonuses, retention bonuses, hiring/relocation bonuses, etc.
- Responsible for Anthem's global Benefit Administration, which includes:
 1. Understands and can clearly communicate the details of all Anthem benefit offerings
 2. Informs and advises employees on benefits matters regarding eligibility, coverage, and provisions.
 3. Maintains up-to-date, accurate records regarding employee benefit enrollment, including mastery of applicable on-line benefit information systems.
 4. Assists with annual open enrollment period including preparation and communication of benefit offerings via emails, intranet updates, and benefit guides.
 5. Reviews and confirms processing of monthly invoices, ensuring accuracy, resolving discrepancies, and submitting for payment in a timely manner.
 6. Advocates for employees with benefit vendors when problems arise.
 7. Provides new and former employees with all required legal notifications, maintaining documentation regarding the communication.
 8. Stays abreast of emerging benefit trends, recommending changes or additional offerings to management for consideration.
 9. Maintains on-going awareness of, and plans for, changes in the legislative environment impacting benefit offerings.
 10. Maintains accurate record keeping of all benefit costs
 - Other
 1. Partners with Finance to create and maintain profit centers, payroll codes, and other key fields as needed.
 2. Partners with Finance to track and update budget / cost allocations; responsible to ensure updates are made for budgeting needs
 3. Prepares comprehensive, detailed, timely reporting that's responsive to management's need for information, approaching requests in an overtly helpful manner.
 - Government Reporting –timely and accurate completion of Government Reporting to include the following:

Qualifications:

- 3+ years payroll administration experience in a global organization
- 3+ years benefits administration experience in a global organization
- Desire to serve others with excellence and sincerely values people
- Keen attention to detail with a passion for accuracy
- Exceptional organization skills and systems acumen
- Responsiveness to urgent needs
- Personal integrity and ability to discreetly handle confidential data
- Ability to prioritize and complete multiple time-sensitive tasks
- Strong communication skills, both verbal and written

- Ability to excel in a team environment
- Demonstrated technology savvy, including experience leveraging HR databases
- Adept at utilizing all Microsoft Office products with a high level of expertise in Excel
- Proven problem-solving ability
- Aptitude and passion for learning

*** Anthem Entertainment is an equal opportunity employer and is deeply committed to fostering a transparently inclusive workplace environment and people of color, women, people with disabilities, veterans, and LGBTQ candidates are very strongly encouraged to apply.*

*Interested candidates should send their resume to **careers@anthementertainment.com**
Check out all of Anthem's open positions by visiting **anthementertainment.com***