



Payroll & HR Specialist Job Description

Department: Operations & Finance	Pay Range: \$30-35 / hour, depending on qualification and experience
Supervisor: Finance Manager	Status: Hourly, non-exempt, 10 hours per week
<i>Job Description July 2026</i>	Location: Seattle, WA (or remote)
<i>Desired Start Date: Immediate</i>	<i>Position Open Until Filled</i>

Position Overview: This position is responsible for payroll, federal, state and local tax compliance, onboarding, and is the first point of contact for any human resources needs.

Primary Areas of Responsibility

Payroll

- Manage payroll for all staff, contractors, and guest artists via Gusto

Compliance

- Ensure all state, local, and federal taxes are paid in a timely manner

Onboarding

- Manages new and returning employees in Gusto
- Leads training on Gusto usage, especially time tracking

Human Resources

- Primary contact for any employee with human resource needs or questions, including calling in further resources when needed
- Manages and updates employee handbook

Qualifications/Skills:

Required:

- Compatibility with Taproot Theatre's mission and values
- Bachelor's Degree or comparable experience
- Strong accounting and bookkeeping skills
- Collaborative approach to work and eagerness to tackle complex tasks

Preferred Qualifications/Skills:

- Love of theatre arts
- Budgeting and strategic planning experience a plus
- Experience with Office 365, Bill.com, and Gusto

Equity & Inclusion Statement: Taproot Theatre is working to become an anti-racist organization which prioritizes accessibility, transparent communication, and humanity to foster a space of belonging for all. As part of this work, employees will participate in regular trainings and discussions and be asked to support anti-racism and accessibility initiatives and policy changes, as part of their scope of work. To that end, Taproot Theatre seeks employees who demonstrate initiative to expand their own learning and competency within these areas in order to meaningfully participate in dismantling institutional racism, bias, and other systems of oppression which permeate our industry.

Faith Statement: Taproot Theatre Company is incorporated as both a non-profit theatre and a religious organization. Our organization operates outside of church oversight and across denominations. Staff at or above the director level are asked to

confirm their Christian faith, and at present, permanent Taproot staff at all levels are invited, but not required, to participate in corporate prayer and many, but not all, self-identify as Christians. Seasonal workers and guest artists may choose not to participate in these customs and represent a diversity of backgrounds and faith traditions.

Physical Requirements: This position requires frequent sitting or standing; manual dexterity to operate phones, computers, and other office equipment; strong command of the English language with the ability to be understood. Much of the work is required to be done onsite at Taproot Theatre with frequent visits to external environments as needed. Work schedule is generally Monday-Friday on-site; must be available on evenings and weekends as needed for performances and events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

To Apply: Submit the following to Karen Lund, Producing Artistic Director, at karen@taproottheatre.org: cover letter and resume.

Taproot Theatre does not discriminate on the basis of race, color, religion, sexual orientation, sex or gender identity, age, citizenship, national origin, veteran status, marital status, mental, physical, or sensory disability, or any other protected and otherwise underrepresented groups of individuals.