



501 N. Main Street, Los Angeles, CA 90012  
www.lapca.org  
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**JOB TITLE:** Human Resources & Payroll Assistant  
**CLASSIFICATION:** Part-time (16-24 hours a week); non-exempt; \$25.00 per hour  
**REPORTS TO:** Deputy Director

## **ABOUT LA PLAZA**

LA Plaza de Cultura y Artes is an anchor cultural institution in Los Angeles County centering the Latino experience and providing a space to uplift, share, and preserve the stories of Mexicans, Mexican Americans, and all Latinx people in Southern California. Established in 2011, LA Plaza operates as a non-profit organization governed by a board of trustees and partially funded by Los Angeles County. LA Plaza is a Smithsonian affiliate museum. More information is available at [www.lapca.org](http://www.lapca.org).

## **THE OPPORTUNITY**

The Human Resources & Payroll Assistant serves as the in-house point person for all human resources and payroll needs and serves as the liaison between LA Plaza and its outside service provider.

## **PRIMARY RESPONSIBILITIES**

- Answer frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, and other basic staff HR/payroll inquiries.
- Assist with time keeping portal tracking for payroll.
- Run payroll and time-keeping reports, review, and follow-up on errors and missing information.
- Assist with onboarding and exiting of employees.
- Posting and updating labor law posters.
- Assist employees with getting answers to HR, payroll, time-keeping questions.
- Handle records management, paper and digital files.
- Assist/facilitate/track ongoing employee training as prescribed by law
- Additional duties as assigned.

## **Qualifications and Desired Skills**

- General knowledge and interest in learning more about HR best practices and employment law.
- Knowledge of basic payroll process including the calculating work hours according to pay period, salary, etc.
- Competency with Office 365 and other associated applications/software.
- Highly organized, attention to detail, and exceptional follow-through.
- Highly dependable & reliable.
- Professional demeanor.
- Exceptional at handling confidential information discreetly.
- Ability to take direction and work independently.
- Ability to communicate effectively with a wide range of personalities, age groups, and ethnicities.

## **WORK ENVIRONMENT**

- Office environment in a museum setting.
- Significant computer work (repetitive movement – typing).
- Ability to perform the physical requirements of the job, including frequent sitting standing, walking, bending, kneeling, crouching, climbing stairs, lifting, pulling, and carrying up to 30 pounds.
- LA Plaza will make reasonable accommodations to enable individuals with disabilities to perform the responsibilities of the position.

## **SCHEDULE**

- 16-24 hours per week
- Hybrid schedule – two days on site with flexibility for third day hybrid - that includes office work at LA Plaza in downtown Los Angeles, with opportunity for hours on occasional evenings and weekends.

## **COMPENSATION**

- \$25.00 per hour

LA Plaza offers a competitive compensation package that includes:

- Holiday pay when on regularly scheduled workday.
- Vacation and Sick pay accrual
- Direct deposit of paycheck.
- Free parking.
- 20% discount in museum stores

LA Plaza de Cultura y Artes is an Equal Opportunity/Affirmative Action and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Employment background screening will be conducted and conditional upon any offer of employment.

### **HOW TO APPLY**

Please send resume and cover letter, demonstrating your interest and qualifications, and at least three references to [jobs@lapca.org](mailto:jobs@lapca.org) with the subject line "Accounting Assistant."