

## Job Description

**Job Title:** Payroll Accountant  
**Job #:** F5  
**Department:** FINANCE  
**Reports To:** Chief Financial Officer  
**FLSA Status:** Exempt  
**Approved Date:** 2021

### JOB SUMMARY

Responsible for specialized payroll and benefits administration tasks with major emphasis on the preparation, processing, and maintenance of payroll records, ensuring the timely completion of the payroll function.

### ESSENTIAL FUNCTIONS

#### Essential Duties and Responsibilities

*The duties listed below illustrate of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.*

1. Verifies and accurately processes bi-weekly payroll records for hourly and salaried employees, including W-4 information, direct deposits, and printing checks. Maintains calendar indicating scheduled pay increases and dates when employees are to be added to benefits programs that require payroll deductions.
2. Works with employees to ensure timesheets are properly entered and in a timely manner. Reviews and checks calculations and information in employee time reports.
3. Ensures accurate calculations of leave accruals according to company policy. Confirms employee leaves balance with Human Resources and/or managers as appropriate. Prepares reports that detail labor distribution, overtime hours worked, Paid Time Off (PTO) taken, etc.
4. Responsible for the timely payment of taxes; garnishments; employee loans; and other related deductions such as, unemployment Insurance, Workers' Compensation, city, state, school district, and federal taxes, Retirement System, health and disability insurance, life insurance, supplementary employee-funded insurance, child support, garnishment, IRS levy, and any other mandatory and/or voluntary payroll deductions.

5. Responsible for maintaining payroll allocations; preparing corresponding journal entries and reconciliations.
6. Generates General Ledger (GL) interface report using applicable software and other benefit reports on third-party software. Prepares GL account reconciliations for payroll related accounts including deductions; taxes; and payroll expenses.
7. Reconciles and files Employer's Quarterly Federal Tax Return (Form 941) and other payroll related accounts for GL.
8. Researches and resolves payroll related tax issues; employee and management payroll issues ensuring high customer satisfaction level.
9. Reconciles year-end data and distribute W2 forms in accordance with government regulations.
10. Prepares monthly 401K contributions for payment and prepares the necessary monthly journal entries.
11. Administers and coordinates various employee benefit programs. Reviews and approves payment of invoices for employee benefits including health, dental, vision, and Aflac, and prepares the necessary journal entries.
12. Coordinates procedures to initiate participation in benefits programs such as pensions, disability insurance, medical, and life insurance.
13. Calculates and maintains control totals to assure correctness of bi-weekly payrolls as well as bi-weekly, quarterly, and annual payroll reports.
14. Responds to payroll-related requests for employment verifications, unemployment data, and salary history for Workers' Compensation calculations in a timely manner.
15. May be responsible for non-routine, unscheduled payroll transactions, requesting stop-payment orders and/or reissue of replacement checks, and preparing hand-drawn checks for emergency leaves, terminations, etc.
16. Verifies the calculation of the monthly premium statements for all group insurance policies and maintains statistical data relative to premiums, claims, and costs. Resolves administrative problems with the carrier representatives.
17. Supports and participates in all payroll-related auditing activities. Establishes recordkeeping and retrieval methods in compliance with governmental and Authority regulations and policies.

18. Participates in preparation of employee census to get quotes from insurers and providers of health benefits on an annual basis or as needed. Participates in selection of appropriate carriers on the basis of quotes, benefits offered, and previous Authority experience. Assists in determining whether changes in coverage should be made and whether cost sharing between the Authority and employees can continue at the same level.
19. Complies with the provisions of COBRA, HIPAA, and ERISA.
20. Assist in preparation of payroll budget.
21. Ensures privacy and maintains security of confidential materials at all times.

### **SUPERVISORY RESPONSIBILITIES**

The employee receives instructions from Chief Financial Officer. Normally, the employee plans and carries out work activities with minimal supervision and independently resolves problems that arise. The employee receives specific instructions when complaints are brought to the attention of the supervisor; and when the supervisor is contacted by the employee for direction. The employee's work is reviewed for conformity to organizational policies and attainment of objectives. The employee has no supervisory duties.

### **QUALIFICATIONS AND COMPETENCIES**

#### **Behavioral Competencies**

*This position requires the incumbent to exhibit the following behavioral skills:*

*Job Knowledge:* Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

*Commitment:* Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

*Customer Service:* Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

***Effective Communication:*** Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

***Initiative:*** Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

***Responsiveness and Accountability:*** Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

***Teamwork:*** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

### **Job Competencies**

1. Good knowledge of GAAP, basic bookkeeping principles, recordkeeping procedures, budgeting, cost allocation, auditing, and financial reporting.
2. Ability to perform a job independently upon receiving general instructions.
3. Considerable skills in operating appropriate Authority computer equipment, applicable software such as Microsoft Outlook, Excel and Word and general office machines including 10-Key calculator.
4. Must demonstrate strong attention to detail and ability to meet deadlines.
5. Knowledge of Microsoft Excel.
6. Must possess strong analytical skills.
7. Skilled in effective verbal and written communication.
8. Must be able to maintain punctuality and attendance as scheduled.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in Accounting, finance, or related field from an accredited four-year college or university. Minimum of three (3) years' experience in payroll and General Ledger accounting or an equivalent combination of education and experience.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

*Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed primarily in an office environment with occasional travel to meetings. The incumbent frequently uses standard office equipment including personal computers, telephone, and related equipment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job

Office environment. The noise level in the work environment is moderate. Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted and ventilated.

## **CONTACTS**

Work requires frequent internal contact with employees and managers. Most of the employee's contacts are with co-workers, third party service providers, and representatives of agencies or business seeking employment and/or wage verification. Contacts are made give or exchange information, resolve payroll or benefits related issues, provide services.

## **OTHER REQUIREMENTS**

1. Must possess a valid driver's license.
2. Must be available for occasional overnight travel for training.
3. Must pass employment drug screening and criminal background check.
4. Must work with the highest degree of confidentiality.

The Housing Authority of Kansas City, Missouri is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Housing Authority of Kansas City, Missouri is on an “at-will” basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

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**EMPLOYEE SIGNATURE**

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**DATE**

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**SUPERVISOR SIGNATURE**

\_\_\_\_\_  
**DATE**