

## **PAYROLL ACCOUNTANT**

The Housing Authority of Kansas City, Missouri is seeking qualified applicants for the position of Payroll Accountant. Our Payroll Accountant is responsible for payroll and benefits administration tasks with emphasis on the preparation, processing and maintenance of payroll records. *A detailed job description can be found on the agency website.*

### **Essential Duties and Responsibilities:**

- Processing bi-weekly payroll for 150 employees
- General ledger account reconciliations for payroll-related accounts including deductions, taxes, and payroll expenses
- Responsible for reconciliation and filing of quarterly payroll tax reports
- Preparation of monthly 457 contributions for payment along with the necessary monthly journal entries

### **Minimum Qualifications:**

- Bachelor's Degree in accounting, finance or related field.
- A minimum of three (3) years' experience in processing payroll and general ledger accounting.
- Candidate must also possess strong analytical skills, as well as a strong working knowledge of Microsoft Excel.

Interested applicants must forward resume to: ADMINISTRATIVE SERVICES

**Housing Authority of Kansas City, Missouri,  
Administrative Services  
3822 Summit Street  
Kansas City, Missouri 64111.**

POSITION IS OPEN UNTIL FILLED