

Accountant

The Housing Authority of Kansas City, Missouri is seeking qualified applicants for the position of Accountant.

Major duties and responsibilities include:

Payroll (50%):

Work involves processing payroll by working with a payroll processing company, reviewing, and managing payroll deductions, reviewing, and paying payroll related liabilities, preparing corresponding journal entries, working with staff to address any payroll related questions or issues, maintaining and tracking payroll budget, monitoring State and Federal quarterly and annual reports, performing various analysis and reconciliations.

Accounting (50%):

Perform general ledger functions, help the Finance team in compiling budgets, grant management and reconciliations, analyzing and preparing financial reports in a timely manner, reviewing invoices and coding expenditures, other similar tasks as assigned.

Qualifications: A minimum of BA degree in accounting or related field, minimum of two years professional experience in payroll and GL accounting, or auditing. The right candidate must possess strong analytical and organizational skills, attention to detail, customer service and a strong working knowledge of Microsoft Excel and payroll software. Experience with Paylocity is a plus.

Interested applicants may forward resume to: **tgumbel@hkc.org**

POSITION IS OPEN UNTIL FILLED

EOE/AA