

NOTICE OF JOB OPENING

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Posting Begins	November 3, 2022	Posting Ends	December 7, 2022
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Position Title	PROFESSIONAL FISCAL ASSISTANT
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Department	Finance	Division	Payroll
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	701 N 7 th St, 7th Floor, Kansas City, KS 66101
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BRIEF JOB DESCRIPTION: Work involves performing advanced financial support activities in the Payroll Division. Duties include: setting up employee masters and processing organizational wide payroll; completing employee verification forms; editing and correcting weekly batched timesheets; running payroll and special payroll in Cayenta; calculating deductions, garnishments, promotions, workman's compensation, special pay and retroactive wages, calculate and process payouts for separations and retirements. Posting and maintaining ledgers; preparing a wide variety of reports. Process employee vacation and sick accruals for time banks. Enroll and maintain all KPERS communication for new, transfer, and separated employees. Report KPERS funds for employees, process and maintain all KPERS billing. Other duties as assigned.

MINIMUM QUALIFICATIONS: Associate's Degree in Accounting, Business or a closely related field, and three years of payroll or related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Knowledge of accounting transaction practices and procedures. Ability to establish and maintain effective working relationships with others. Proficiency in computer applications such as Microsoft Office products (i.e. Excel and Word). Knowledge of basic principles of payroll processing, FLSA standards, script writing and Cayenta is preferred.

SUCCESSFUL APPLICANT IS REQUIRED TO TAKE PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN

Salary Range	\$19.05-\$24.90/hr.	PI #	6060	Class. Code	0205
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY
The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.
 EOE