



UPN is looking for an experienced **Payroll Accountant** for our Corporate Accounting group. This individual will be responsible for processing and managing payroll, perform month-end reconciliation duties, analyze technical accounting issues relate to capitalization of employee related costs. This position is located at our Corporate Headquarters, just North of **Kansas City, MO**.

**Specific responsibilities include:**

- Review timesheets, PTO, verify attendance, hours worked and pay adjustments
- Manage and process bi-monthly payroll using TruPay
- Process employee garnishments
- Review and support management estimates including but not limited to the capitalization of Company overhead
- Process and prepare monthly payroll entries including capitalized labor, commissions, 401K, and flexible spending accounts
- Manage partners guarantee payment schedule
- Oversee compliance with quarterly and annual reporting requirements as mandated by law
- Review TruPay filings completed on our behalf and manage any required edits to W-2's
- Assist in monthly closing reconciliation process and provide detailed support for account activity
- Manage annual 401K and work comp audit
- Manage the Missouri Works incentive program
- Serve as company liaison to TruPay for report development and data accuracy utilized in day-to-day operations and verification

**Requirement for the position include:**

- Bachelor's degree in accounting, finance or business or
- 5+ years of relevant work experience
- FPC or CPP certification
- Must have good communication skills and ability to interact with people in a positive manner.
- Must have good reading, numeric comprehension, and organization skills.
- Familiarity and aptitude in working with financial and accounting software.
- Ability to maintain high degree of confidentiality.
- Ability to learn new programs as needed.

Salary is commensurate upon education and experience. Qualified candidates interested in this opportunity should submit their cover letter and resume.

UPN is an Equal Employment Opportunity/Affirmative Action Employer: M/F/D/V

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