Accounting Payroll Specialist
Classification Level NE 3
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal & External: 11/2/2026
Hours: Up to 40/week

REPORTS TO: Controller
HAS DIRECT REPORTS? No

JOB SUMMARY:
Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The primary responsibility of the Accounting Payroll Specialist is to ensure the accurate and timely processing of all payroll and related benefits. The Payroll Accounting Specialist must have a strong attention to detail and be able to reconcile related accounts in the general ledger.

TYPICAL RESPONSIBILITIES:

1. Process the biweekly payroll including but not limited to withholdings, reimbursements & related items
2. Prepare journal entries of all related payroll transactions
3. Process all payroll related payables including fees, retirement and insurance premiums
4. General accounting and finance office functions including but not limited to AR, AP and cash handling
5. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
6. Perform other related duties as assigned by the Controller.

MINIMUM QUALIFICATIONS:

- Associates business related degree or commensurate experience
- A minimum of 1 year of Payroll processing experience
- Business/Finance related experience
- Proficient in use of Excel and related software
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 5% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone,

computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift and carry 10 pounds alone, twist, stoop and bend on a frequent basis, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research and managing resources and evaluating the performance of others.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.