

POSITION ANNOUNCEMENT

Finance Assistant – Payroll and General Accounting Full-Time

The Kansas City Art Institute (KCAI), a national leader in visual arts and design education, is seeking applications for the full-time position of Finance Assistant – Payroll and General Accounting. KCAI offers an exceptional benefits vacation and holiday package for full-time staff including 100% employer paid insurance and a 5% retirement match for eligible participants.

This Finance Assistant position is tasked with providing support to the college for payroll and general accounting matters. This position will perform all pay period, quarterly and year-end payroll processing for students, staff and faculty. In addition, this position will provide general accounting support, as well as back-up assistance for accounts payable and accounts receivable. The Finance Assistant – Payroll and General Accounting reports to the Director of Finance and Accounting and works closely with the Director of Human Resources.

Qualified applicants must have:

- Strong attention to detail, accuracy and thoroughness.
- Prior payroll processing experience with advanced knowledge in all aspects of payroll.
- Advanced knowledge and experience with current computer equipment and programs being used by the division. Including, but not limited to:
 - Payroll and Accounting software experience
 - Microsoft Office Suite products (including Word, Excel, and Power Point),
 - Familiar with Google (Gmail, calendar, google docs, etc.)
- General knowledge of generally accepted accounting practices and procedures.

REQUIRED/PREFERRED EXPERIENCE

- At least 3-5 years payroll processing experience. ADP payroll software experience a strong plus.
- At least three years general accounting experience.
- Prior work experience in a collegiate environment preferred.

About KCAI: The Kansas City Art Institute is a private, independent and accredited college of art and design founded in 1885, and located in the cultural heart of metropolitan Kansas City, Missouri. The college enrolls nearly 600 undergraduate students regionally, nationally, and internationally. For more information, please visit www.kcai.edu.

Applications deadline and procedures:

This position is considered “open” until an offer of employment has been accepted. Career inquiries and resume submissions received during the on-campus finalist stage of the search are not guaranteed consideration.

Apply by email to: jobs+FAPayAcct2017@kcai.edu

Attach to the email in PDF format only:

Cover letter

Resume

Salary Expectation and Salary History

List of 3 professional references we may contact

Kansas City Art Institute is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, gender identity, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, genetic information, citizenship

status, veteran status, or any other characteristic prohibited by federal, state or local law.

KCAI provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in the job application process. If you have any difficulty using our online system and you need an accommodation due to a disability, you may contact the Human Resources Department about your interest in employment. Any questions or concerns can be directed to Kansas City Art Institute's Human Resource Administrator at hr@kcai.edu.

KCAI is an Equal Opportunity Employer: Minorities/Females/Disabled/Vets