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3536 52nd Street
Kenosha, WI 53144

Division/Department:	Administration	
Location:	Main Office	
Job Title:	[Redacted]	
Reports To:	[Redacted]	
Type of position:		Schedule:
<input type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Contractor	Monday - Friday 8am - 5pm unless otherwise arranged or necessary to complete tasks for hard
<input type="checkbox"/> Part-time		

[Redacted Section Header]

The Payroll and Bookkeeping specialist is responsible for completing payroll and bookkeeping functions for Kenosha Human Development Services through Paylocity and NetSuite. Payroll for over 175 employees across multiple programs funded through different sources ensuring compliance with all Federal, State, and Local laws while maintaining accurate records. The individual will work closely with the Director of Finance and HR Director to ensure financial data is accurate, payroll is processed on time, and internal controls are maintained. Complete bookkeeping tasks as assigned by Fiscal Manager, ensuring that AR/AP is completed and documented in NetSuite accurately and complies with all GAAP.

4. **Budgeting & Program Cost Allocation**

- a. Work with program managers to allocate payroll costs across 40 programs, ensuring accurate distribution of labor costs based on funding sources.
- b. Assist in the development of the organization's annual budget by providing detailed payroll and expense data.
- c.

- 2.2 Occasional lifting of files or office materials (up to 25 pounds).
- 2.3 Ability to work in a collaborative office environment.

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- 3.1 This position typically operates in an office environment.
 - 3.2 Occasional evening or weekend work may be required, particularly during month-end or year-end closing periods.
 - 3.3 Flexibility to work remotely or in hybrid work arrangements may be considered.

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- 1. Ability to effectively communicate, both written and verbally
 - 2. Must have reliable transportation and valid driver's license with good driving record
 - 3. Must carry own auto insurance with at least 100,000/300,000/100,000 coverage
 - 4. Ability to maintain records and document interactions
 - 5. Ability to give and accept feedback as a part of a team
 - 6. Ability to traverse within the workspace and community frequently
 - 7. Be willing to learn and work with the agency philosophies
 - 8. Education and Experience
 - a. Bachelor's degree in Accounting, Finance, Business Administration, or related field.
 - b. Minimum of 3-5 years of experience in payroll processing and bookkeeping, preferably in a nonprofit environment.
 - c. Experience with multi-program organizations, and managing payroll across multiple funding sources, is highly preferred.
 - d. Familiarity with nonprofit accounting, fund accounting and cost allocation principles.
 - e. Experience with accounting software (e.g., QuickBooks, Sage, or similar payroll/bookkeeping systems).
 - f. Knowledge of payroll processing software (e.g., ADP, Paychex, or equivalent).

If you are interested, please apply online at www.khds.org by . . . 1

Follow the [Employment Opportunities](#) link to apply

For questions regarding the application process, please contact HR staff at:

jroman@khds.org or 262-764-8555

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