

## **Union Station Kansas City Job Description**

**Job Title:** Senior Accountant  
**Department:** Accounting/Finance  
**Reports To:** CFO

### **SUMMARY**

Are you looking for a new challenge? Does working for a not-for-profit interest you? Union Station is looking to grow our Accounting team. We are a small team that supports all the operations of the 110-year-old Union Station, which includes the historic building, Science City, Planetarium, Extreme Screen Movie Theatre, City Stage Theatre, traveling exhibitions, and leasehold tenants. The right candidate must be willing to assist with many different aspects of both the accounting operations as well as the many exciting activities going on in and around Union Station.

### **POSITION SUMMARY**

This position will report to the CFO.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- ☐ Payroll
  - Maintaining payroll information by collating, calculating and entering data
  - Updating payroll records by entering any changes to employee information or benefits
  - Preparing reports that include summaries of earnings, tax deductions, leave, and non-taxable wages
  - Resolving payroll discrepancies and answering any employee payroll queries
  - Maintaining all payroll operations according to company policies and procedures
  - Recording bi-weekly payroll into the general ledger
  - Ensuring 401k and other benefits are correctly withheld and paid
  - Processing and issuing W-2 forms to employees
- ☐ Cash Management
  - Prepare and record all deposits
  - Coordinate with all departments to ensure cash receipts are correctly recorded in the general ledger
  - Collaborate with the Development department to reconcile donor activity
- ☐ General Ledger
  - Assist with month-end closing, annual audit, and annual tax return
  - Cross-train with other staff to be able to assist when and where needed
    - Ability to run A/P checks
    - Ability to reconcile GL accounts
    - Ability and willingness to assist on various projects
  - Assist in annual budget and forecasting

Please note that the above job description is not all inclusive of actual job duties and is meant to give an applicant a basic summary of the job opportunity being offered.

### **SKILLS AND QUALIFICATIONS**

- ☐ Minimum of 3-5 years of accounting/payroll experience
- ☐ Bachelor's degree in accounting
- ☐ Experience with Paylocity, Sage Intacct and Docuware a plus

- ☐ Strong computer skills such as typing, system and software knowledge
- ☐ Accurate data entry skills with great attention to detail
- ☐ Excellent communication skills, both verbal and written, to communicate with employees regarding their issues and concerns
- ☐ Good client service skills
- ☐ Being an effective team player
- ☐ Sound decision-making skills
- ☐ Ability to multitask
- ☐ Ability to work independently in a time-sensitive environment
- ☐ Confidentiality and respect for the privacy of employee record

#### **BENEFITS**

- ☐ 401(k)
- ☐ 401(k) matching
- ☐ Health insurance
- ☐ Health savings account
- ☐ Dental insurance
- ☐ Life insurance
- ☐ Vision insurance
- ☐ Paid time-off

Union Station Kansas City is committed to employing a drug-free and diverse work force.  
EOE M/F/D

#### **To Apply:**

Send resume and cover letter to:

Union Station Kansas City

Human Resources Department

30 W. Pershing Road, Suite 400

Kansas City, MO 64108-2422

Or email your résumé to: [employment@unionstation.org](mailto:employment@unionstation.org)