

**PAYROLL ACCOUNTANT**  
**W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH**

**Position Summary**

The W.E. Upjohn Institute for Employment Research is seeking an experienced payroll accountant to provide payroll processing and related duties for the organization. The payroll accountant is primarily responsible for making sure employees are paid accurately, on time and in compliance with government regulations. This position is responsible for the integrity of payroll for over 100 staff. In addition to payroll responsibilities, the incumbent is cross-trained to handle a variety of accounting functions on an as needed basis.

**Position Requirements**

A minimum of five years of payroll experience at a mid-sized or large organization is required. Experience with Kronos payroll software is preferred. Extensive knowledge of payroll functions, accounting concepts and accounting/payroll software is required. Must be able to perform all work with a high degree of accuracy and attention to detail. Strong verbal and written communication skills required. Must be able to consistently meet all deadlines and provide exceptional customer service to employees.

**About the W.E. Upjohn Institute for Employment Research**

Since 1932, the [Upjohn Institute](http://www.upjohn.org) has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment. The Institute also houses the administrative arm of the local workforce development programs.

The Institute offers a competitive salary and generous benefit package.

**Application Instructions**

Submit resume and letter of interest to [hr@upjohn.org](mailto:hr@upjohn.org).