

Accounting and Payroll Specialist

Location: Kansas City, MO

Baker Sterchi Cowden & Rice LLC, a litigation defense firm with over 200 employees, is seeking a highly motivated and detail-oriented **Accounting and Payroll Specialist** for the Kansas City office.

The ideal candidate is a critical thinker, collaborative, and highly organized, with strong attention to detail and the ability to manage multiple priorities in a fast-paced professional services environment. Strong interpersonal skills and the ability to quickly learn and integrate new technical skills and knowledge are required for success in this position.

A minimum of **3–5 years of total experience in payroll, accounting, bookkeeping, or a similar role** is required, including payroll processing experience. An Associate's degree or higher in Accounting, Finance, Business Administration, or a related field is also required. Equivalent combinations of education, training, and relevant work experience may be considered in lieu of a degree. Experience in a law firm or professional services environment and knowledge of payroll tax regulations, accounting procedures, and compliance requirements is preferred.

Please email your resume to resumes@bakersterchi.com.

Duties and Responsibilities

- Process biweekly and semi-monthly payroll for multiple employee groups, including attorneys, staff, and partners.
- Calculate and process partner draws, distributions, and compensation payouts accurately and timely.
- Ensure compliance with federal, state, and local payroll regulations.
- Maintain payroll records, deductions, garnishments, benefits, and tax withholdings.
- Coordinate with Human Resources regarding employee status changes, compensation adjustments, benefit deductions, and year-end payroll activities, including W-2 distribution and payroll tax reporting.
- Support internal and external audits by providing requested payroll and accounting documentation, including compensation survey completion.
- Prepare and post journal entries to the general ledger, perform monthly account reconciliations, and assist with month-end and year-end close processes.
- Reconcile payroll-related balance sheet accounts, investigate discrepancies, prepare payroll-related journal entries, and maintain accurate accounting records and supporting documentation.
- Assist with accounts payable functions, including vendor invoice processing, payment preparation, expense reimbursements, and maintaining vendor records.
- Assist with accounts receivable and client payment processing, including recording deposits, applying payments, and researching discrepancies.
- Support law firm accounting functions, including client cost tracking, matter-related expense coding, billing support, and reconciliation of client or matter-related costs.
- Assist with bank reconciliations, credit card reconciliations, cash receipts, and other routine accounting functions.
- Assist with trust or client fund accounting activities, as applicable, in accordance with firm policies and applicable rules.
- Provide support for financial reporting, budget tracking, accounting schedules, and special accounting projects as needed.
- Identify opportunities to improve payroll and accounting processes.
- Maintain strict confidentiality regarding employee payroll, partner compensation, personnel matters, financial records, client information, and other sensitive firm information.



— COWDEN & RICE

Baker Sterchi offers competitive compensation and comprehensive benefits, medical, dental, vision, basic and voluntary life insurance, long-term disability insurance, and 401K matching.

Committed to promoting diversity within our organization and the legal community, we encourage candidates from all backgrounds.

About Baker Sterchi Cowden & Rice LLC

Founded in 1982, Baker Sterchi is a civil defense litigation and trial law firm with offices in Missouri, Kansas, Illinois, Washington, Oregon, and Wisconsin. The firm provides comprehensive legal services across a broad range of practice areas, including commercial and business litigation, construction, employment and labor, insurance coverage and defense, law enforcement and civil rights, government liability, medical malpractice, premises liability, product liability, professional and management liability, trial practice and consulting, and transportation litigation. With a team of attorneys who bring decades of courtroom experience, Baker Sterchi is widely recognized for its trial skills and commitment to client service. For more information, visit bakersterchi.com.