



Payroll Associate

Location: 16427 N. Scottsdale Road, Suite 440

Employment Type: Full-time

Experience Level: Experienced

Work Model: Hybrid (in office 2 days per week)

Can You Solve Problems Before They Become Problems?

At Kenon Group Consultants (“KGC”), we exist to identify and solve problems before they become problems—so our clients can stay focused on building the future.

We are a world-class provider of back-office accounting, technical accounting, and financial reporting consulting services for companies in the renewable (clean) energy and data center industries. Behind the scenes, our teams bring order to complexity, anticipate challenges, and ensure everything runs smoothly.

We power the companies that power the world by simplifying the complex, strengthening execution, and finding better ways to get things done.

As our clients grow in size and sophistication, so do we. Today, KGC supports approximately 500 companies and counting. Our Operations team plays a critical role in that growth—delivering the accuracy, consistency, and confidence our clients rely on every day.

Our Mission & Values

At KGC, our work is guided by a clear sense of purpose—why we exist, who we serve, and how we show up every day. Our vision, mission, and values shape how we support our clients, collaborate as a team, and continue to grow as a firm.

Our Mission

To deliver certainty of mind to clean energy innovators that are leading the charge in saving our world.

Our Values

Our values didn’t appear overnight—they reflect our journey, our growth, and the standards we hold ourselves to as individuals and as a firm.



Teamwork

We harness the energy of teamwork and talent to stay ahead and lead the way. We blend collaboration, coaching, and shared accountability to achieve lasting success.

Caring

We power client and team interactions with genuine, heartfelt support and engagement—showing up for one another with empathy, respect, and intention.

Excellence

We strive to be the best. We energize our clients' goals with unmatched excellence and set high standards for ourselves and our work.

Innovation

We pioneer new trails—for our clients and for our culture. We are explorers by nature, always seeking better, smarter, and more efficient ways to work. Yes, accountants are creative too.

Resiliency

We put chaos in its place by thriving in rapidly changing circumstances. We remain steady, adaptable, and solution-focused—stronger together than we are alone.

Can-Do

We're up for anything because challenges are opportunities. We start with yes, approach problems with a mindset of possibility and ownership, solve them thoughtfully, and move forward.

Job Summary

We are seeking a detail-oriented and dependable **Payroll Associate** to support accurate and timely payroll processing for our clients. This role assists with employee onboarding, payroll administration, employee record maintenance, compliance with applicable laws, and responding to payroll-related inquiries.

The Payroll Associate is part of KGC's **Operations team** and will have opportunities to learn and support tasks outside of payroll to meet broader client needs. This role requires strong attention to detail, accountability, and a proactive approach to problem-solving.



Key Responsibilities

Each client is supported by a **Client Service Team**, where team members are entrusted with managing a defined set of client business entities. Team members collaborate closely with clients and internal partners, exercising sound judgment and accountability.

- Process client payroll on a **biweekly or semi-monthly** basis
- Review and verify timekeeping records, wage calculations, and payroll deductions
- Maintain and update employee payroll data, including new hires, terminations, and changes
- Assist with payroll tax filings, garnishments, and benefit deductions
- Proactively meet deadlines while maintaining high standards of accuracy and reliability
- Partner and collaborate with HR and Accounting teams to ensure payroll accuracy and compliance
- Respond to employee payroll-related questions in a timely, professional manner
- Identify opportunities for process improvement and share best practices with the team
- Learn and assist with operational tasks outside of payroll to support clients and team needs
- Perform other duties as assigned

Qualifications

- High school diploma or equivalent required; associate or bachelor's degree in accounting, finance, or related field preferred
- 2+ years of payroll or accounting experience required
- Experience with payroll platforms such as **TriNet, Insperity**, or similar systems
- Strong attention to detail and organizational skills
- Ability to handle confidential and sensitive information with discretion
- Basic understanding of payroll laws, taxes, and compliance requirements
- Proficiency in Microsoft Excel and other Microsoft Office applications
- Strong communication, time-management, and problem-solving skills
- Openness to learning and supporting additional accounting or operational tasks



KGC Benefits

At KGC, we believe great work happens when people feel supported, trusted, and set up to thrive—professionally and personally. We are proud to offer a benefits package designed to support flexibility, wellbeing, growth, and long-term success.

Flexibility & Work-Life Balance

- Hybrid work environment with in-office collaboration **two days per week** (following a 30-day in-office onboarding period)
- Flexible work environment that supports focus and balance
- Optional time off the **third Friday of each month (March–December)**

Health & Wellbeing

- Employer-paid medical, dental, and vision insurance
- Employer-paid short- and long-term disability coverage
- Paid holidays and generous paid time off

Financial Security

- Competitive salary
- Company 401(k) match
- Compensatory Time (Comp Time)

Growth & Development

- Professional development and continuing education support
- Ongoing learning through training, mentorship, and cross-functional exposure

Culture & Community

- A collaborative, values-driven workplace focused on teamwork, ownership, and innovation
- A firm that actively supports local businesses, nonprofits, and community involvement