

The Metropolitan Knoxville Airport Authority

JOB ANNOUNCEMENT

The Metropolitan Knoxville Airport Authority, 2055 Alcoa Hwy. Alcoa, TN 37701

Job # 20210004

10112020

ASSISTANT CONTROLLER

Salary Rate: \$51,957 to \$77,931 DOE

Applicants must submit ALL of the following in order to be considered:

Official Metropolitan Knoxville Airport Authority Application or resume (Applicants submitting resumes must submit a completed signed copy of the Metropolitan Knoxville Airport Authority Application prior to being interviewed).

Applications Deadline: Friday, October 23, 2020. Applications must be received by 4:00 pm on the stated deadline or postmarked by the deadline date to be considered. For emailed applications please send to apps-resumes@tys.org or apply through our website at www.flyknoxville.com.

RESPONSIBILITIES

Responsible for assisting the Controller with accounting activities including budget and financial statement preparation and reporting for management and the Board of Commissioners at the McGhee Tyson and Downtown Knoxville Airports. Assists the Controller in the development of operational procedures and documentation of data flow and development of system controls to ensure data integrity. Perform tasks as back-up for Payroll, Accounts Payable and Accounts Receivable functions. Assists with special projects and with accounting related activities as needed.

MINIMUM REQUIREMENTS

B.S. degree in Accounting or equivalent plus 3-5 years professional practice experience in a business accounting or auditing field is necessary. CPA, CMA or CIA preferred. Must have excellent written and verbal communication skills. Requires computer literacy and ability to use office equipment.

SELECTION PROCESS

Applications (and additional documents, if applicable) will be reviewed to identify applicants whose qualifications most closely meet the needs of the Metropolitan Knoxville Airport Authority. Employment process includes a background check, which includes drug testing.

A detailed job description is available for review upon request at www.flyknoxville.com. Please apply through the website, email to apps-resumes@tys.org, or mail to P.O. Box 15600 Knoxville, TN 37901 Attention: HR.

The Metropolitan Knoxville Airport Authority conducts random employee drug screening.

The Metropolitan Knoxville Airport Authority is an Equal Employment Opportunity Employer

NO PHONE CALLS PLEASE