

# Metropolitan Knoxville Airport Authority

## Job Announcement

### PART TIME PAYROLL SPECIALIST

**Hiring Range: \$20 - \$24.50/hr**

**Hours: 20 – 30 hours per week (part-time, no benefits)**

**Shift: Must be able to work during office hours (Mon – Fri, 8am to 4:30pm); 100% on-site, but can provide some flexibility with scheduling**

**Location: 2055 Alcoa Hwy. Alcoa, TN 37701**

#### **Responsibilities:**

This position is responsible for performing routine payroll accounting work functions including but not limited to: generate and distribute paper and electronic timesheets on a bi-weekly basis, collect and evaluate employee timesheets for accuracy, manually post and process bi-weekly payroll data using a computerized accounting system, prepare and distribute direct deposit slips and paper checks to employees on a bi-weekly basis, work closely with Human Resource staff and assist Controller with report preparation during annual audit period. Interacts with all levels of staff on a regular basis. Responsible for evaluating situations and making decisions in accordance with MKAA policies relating to payroll. Ability to perform tasks using Excel and Word and a ten-key calculator. Interact with all levels of staff on a regular basis. **Work is highly confidential.**

#### **Minimum Requirements:**

High school graduate or equivalent. Four to six years work experience in payroll administration, accounting or a related field is required. Associates degree in accounting or related field is desirable. Demonstrated typing ability and knowledge of financial record keeping with good math skills is necessary. Knowledge of business office practices and procedures, general office equipment and an understanding of the importance of timely and accurate filing. Good written and verbal communication skills. Ability to maintain confidentiality is a must. Dependability and excellent attendance required. Operates a computer, ten-key calculator and other office equipment as necessary.

#### **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.)

**Application Deadline:** Position open until filled. **Submit applications by Sunday, June 26, 2022, for best consideration.** A detailed job description is available at [www.flyknoxville.com/careers](http://www.flyknoxville.com/careers). Please apply through the website, email to [apps-resumes@tys.org](mailto:apps-resumes@tys.org), or mail to P.O. Box 15600 Knoxville, TN 37901 Attention: HR. Applications must be received by the stated deadline or postmarked by the deadline date to be considered. No phone calls please.

#### **Selection Process:**

Applications (and additional documents, if applicable) will be reviewed to identify applicants whose qualifications most closely meet the needs of the position. The employment process includes a background check and drug testing.

The Metropolitan Knoxville Airport Authority conducts random employee drug screening.

**The Metropolitan Knoxville Airport Authority is an Equal Employment Opportunity Employer**