

## Metropolitan Knoxville Airport Authority Position Description

### Part Time Payroll Specialist

<b>Status</b> Part - Time	<b>Position</b> Payroll Specialist	<b>Date</b> June 2022
<b>Department</b> Administration	<b>Manager/Supervisor</b> Controller	

#### General Description of Major Tasks of Position

Perform routine accounting and administrative payroll functions in a timely manner. May perform a variety of tasks as directed by supervisor. Representative tasks include posting and processing payroll using a computerized accounting system; and performing accounting or administrative activities as may be requested. Attention to detail is required. Interacts with all levels of staff on a regular basis. Work is highly confidential. Responsible for evaluating situations and making decisions in accordance with MKAA policies relating to payroll. Tasks performed include using a computer with data processing (MS Excel) and word processing (MS Word), a ten-key calculator and a computerized accounting system.

#### Tasks of Position      Representative activities as Duties and Responsibilities

**Responsible for routine payroll accounting work functions, including: [Essential] [85-95%]**

- Generate and distribute paper and electronic timesheets on a bi-weekly basis.
- Collects and evaluates employee timesheets for accuracy.
- Verifying leave time requested on timesheet is available.
- Prepare and distribute direct deposit slips on a bi-weekly basis (fold, stuff, seal envelopes). This includes periodic inserts that are distributed to employees.
- Prepare additional special payroll paper checks. (Firefighter supplemental, Holiday check, Bonuses)
- Routine internal payroll office audits of timesheets, accruals and annual adjustments.
- Distribute check list to supervisor
- Resolving payroll questions from employees.
- Preparing annual W-2's and W-3 for distribution to staff (stuffing & sealing envelopes).
- Confirms payroll accuracy.
- Processes both direct deposit and paper check payrolls using computerized software program on a bi-weekly basis.
- Interpret and disseminate MKAA policy relating to payroll to employees on a continuous basis.
- Resolves payroll discrepancies and reprints checks if necessary.
- Maintains direct deposit documentation and assists employees with process.

## **Metropolitan Knoxville Airport Authority**

### **Part Time Payroll Specialist**

**Responsible for routine payroll accounting work functions, including: [Essential] [85-95%] – Continued**

- Manually enters bi-weekly payroll data in computer software.
- Verifies, enters, and submits for payment all payroll deductions (voluntary and court ordered) including manual calculation if necessary.
- Process Leave Donation requests, including calculating time and deducting from donor's accruals.
- Generates, reconciles, and distributes employee leave accrual information.
- Prepares reports for ICMA retirement plan contributions on a computerized program.
- Prepares Wires List for Controller bi-weekly.
- Updates computer system for payroll changes (employee information, salary changes, accruals, etc.), as necessary.
- Prepare and submit bi-weekly taxes via EFTPS program.
- Prepares and submits IRS Form 941 tax forms quarterly, including calculating third party sick pay annually.
- Prepares and submits quarterly state unemployment (SUTA) reports.
- Generates and processes annual W-2's and W-3.
- Resolve payroll software issues with software vendor (AccountingWare)
- Calculate and reduce annual accrual adjustments for all employees in January.
- Calculate and adjust annual salary increases in payroll computer software for every employee.
- Work closely and continuously with Human Resources staff.
- Attend trainings to remain current on payroll laws.

**Responsible for assisting with routine administrative work functions. [Essential] [5-10%]**

#### Administrative

- Maintain records in a confidential manner.
- Word processes letters, memos, and other documents as needed.
- Prepares folders and books for upcoming payroll periods.
- Assists the Controller with report preparation during annual audit period.

**Performs other activities as may be requested or required. [Non-Essential] [0-5%]**

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Part Time Payroll Specialist**

**Minimum Educational and Work Qualifications**

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.

**Environmental and Working Conditions**

Job is performed in a well lighted, well vented, modern office setting. Job requires constant sitting tolerance with occasional bending, twisting, stooping and lifting of up to 10 pounds. Must be able to move from one work location to another. Must have effective communication skills. Occasional overhead reach is necessary. Frequent exposure to computer display terminal.

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Signature of Employee

Date

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Signature of Manager

Date

## **Key Performance Variables and Factors**

1. **Achievement Orientation** - Personal efforts toward accomplishment of individual and business unit goals and customer service. Degree to which incumbent seeks additional responsibility and personal growth, establishes own standards of excellence, presents a results orientation, and displays a sense of responsibility.
2. **Job Knowledge** - Understanding of job-related requirements, techniques, methods and procedures. Degree to which incumbent demonstrates training and experience. Extent to which employee improves skills by keeping abreast of changes in techniques and related developments.
3. **Productivity** - Personal efforts toward quality and quantity of work performed. Consider the amount of work, accuracy of results, thoroughness, use of time, amount of supervision required, errors, and completeness.
4. **Attendance** - Evaluate availability for work. Degree to which employee displays responsibility to be at work as scheduled. Evaluate causes of absences as well as frequency and severity.
5. **Communication/Interaction Skills** - Ability to communicate effectively with others as required and the quality of day to day communication interaction required with other employees and customers.
6. **Safety Commitment** - Extent to which employee works safely and observes safety rules, regulations and practices, and shows interest and concern for Airport Authority's commitment to a safe and clean working environment for all employees.
7. **Quality Commitment** - Extent to which an employee is committed to pursuit of excellence in all aspects of position responsibilities including: service and commitment to customers, support of Airport Authority's goals and customer service, objectives, policies, procedures, practices, and training.
8. **Teamwork** - Contribution and performance in team and/or committee situations. Contributions to innovation, creativity, communication, consensus building team derived solutions to continuing problem solving and improvement processes.