



Senior Payroll Specialist

Knoxville, TN

Summary

Responsible for the payroll process and for the proper maintenance of the payroll records

Job Requirements

- Proficient in MS Office, Kronos (or similar time and attendance product), and Meditech Payroll System (or similar mainframe payroll product).
- Excellent organizational skills and time management skills required.

Qualifications

Minimum Education

- At least one year of college required. Bachelor's degree preferred.

Minimum Work Experience

- Minimum of 5 years previous experience in a similar payroll environment with 1,000+ employees.

Required Licenses/Certifications for position

- None

Physical Requirements

- Light lifting, pushing and pulling is required for 10-20 lbs occasionally and frequent moving of objects of less than 10 lbs is required. Frequent sitting with some walking, standing, squatting, bending and reaching is required. Keyboard/computer use and/or repetitive motions may be required.

For more Information / To Apply:

<https://pm.healthcaresource.com/cs/easttnchildrens#/job/3823>