

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for all relevant payroll related functions for the Finance Department's central payroll, including preparing and filing required federal and state reports, and provides subject matter expertise for payroll related issues, and other related assigned duties.

**ESSENTIAL TASKS:**

- Supervises all relevant functions using an automated system to produce accurate and timely payroll for active City employees and retirees, including resolving pay issues, supporting payroll staff, and ensuring the accuracy of pay and records
- Prepares and files reports required by federal, state and other outside agencies requiring payroll information and creates and files corrected documents, as needed
- Investigates reconciliation issues regarding banking and takes appropriate action to correct and prevent future errors
- Compiles wage information for management and for legal proceedings, providing testimony, affidavits, and participating in depositions, as needed
- Serves as a subject matter expert for the payroll system, including providing training and support of applicable laws, contracts, and policies and procedures, implements new processes based upon best practices, documents processes, and tests and troubleshoots payroll systems
- Corrects overages on grants and ensures accuracy of information and documentation
- Maintains up-to-date knowledge of applicable federal and state wage and hour laws and ensures staff is aware and trained on applicable changes to laws, contracts and policies
- Provides support for Human Resources and Municipal Employees Retirement Plan
- Facilitates management and employee understanding of payroll procedures
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Must meet one of the following options:

1. (a) Graduation from an accredited college or university with a bachelor's degree in business, accounting, or a related field; **and**,  
(b) Five (5) years of experience relevant to the essential tasks listed in this job description; **or**,
2. (a) Completion of sixty (60) hours from an accredited college or university in a field of study applicable to the essential tasks listed in this job description; **and**,  
(b) Seven (7) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and methods of governmental accounting as applied to payroll operations; knowledge of policies and procedures and collective bargaining agreements impact on employee compensation; knowledge of Oklahoma's wage and hour laws; knowledge of federal wage and hours laws; knowledge of Fair Labor Standards Act (FLSA) and its impact on employee compensation. Ability to analyze and resolve payroll-related problems; ability to plan and supervise the work of staff; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Must possess excellent interpersonal and communication skills, attention to detail and be proficient in Microsoft Word and Excel at an intermediate level.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting and carrying up to 20 pounds; may be subject to



## CLASS TITLE | PAYROLL MANAGER

PAY GRADE: EX-44 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date : 04/06/2022

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walking, standing, sitting, reaching, balancing, bending, kneeling, handling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks listed in this job description.

Licenses and Certificates: Possession of a Certified Payroll Professional (CPP) certificate is preferred.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and may require some overtime.

**EEO Code: E-02**

**Group: Fiscal**

**Series: Financial Management**