

PURPOSE OF THE CLASSIFICATION: Under general direction administers, assists, and participates in all relevant payroll related functions for the Finance Department’s central payroll, including assisting with preparing and filing required federal and state reports, and provides subject matter expertise for payroll related issues, and other related assigned duties.

ESSENTIAL TASKS:

- Administer all relevant functions using an automated system to produce accurate and timely payroll for active City employees and retirees, including resolving pay issues, and ensuring the accuracy of pay and records
- Assist with compiling 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
- Assist with compiling wage information for management, other departments and for legal proceedings
- Serves as a co-subject matter expert for the payroll and timekeeping systems, 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
- Serves as primary back up Payroll Manager and for HRIS Administrator for the timekeeping system
- Maintains up-to-date knowledge of applicable federal and state wage and hour laws and 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
- Supervise staff
- 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) Four (4) 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) Six (6) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Policies and procedures and collective bargaining agreements impact on employee compensation
- Oklahoma’s wage and hour laws; knowledge of federal wage and hours laws
- Fair Labor Standards Act (FLSA) and its impact on employee compensation
- Considerable knowledge of the principles, practices and methods of governmental accounting as applied to payroll operations

Ability to:

- Analyze and resolve payroll-related problems
- 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



CLASS TITLE | ASSISTANT PAYROLL MANAGER

PAY GRADE: EX-40 | www.cityoftulsa.org/pay

Effective Date: 2/28/2024

Skill in:

- Excellent interpersonal and communication skills
- Attention to detail
- Proficient in Microsoft Word and Excel at an intermediate level
- Skill in or the ability to develop skills in people management

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 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:

- a) 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