



CLASS TITLE | SENIOR PAYROLL ADMINISTRATOR

PAY GRADE: AT-36 | www.cityoftulsa.org/pay

Effective Date: 10/14/2026

CLASS CODE: 2684

****THIS CLASSIFICATION INCLUDES A PAY INCREASE OPPORTUNITY - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for administrative duties assisting the payroll manager, to include coordinating the processing, accounting and reconciliation functions associated with the preparation, recording and processing of the City payroll, outside agency and retiree payroll, related personnel/payroll records; and other related duties as assigned.

ESSENTIAL TASKS:

- Assists in analyzing payroll system problems and implementing corrections
- Prepares garnishment answers
- Sets up sworn insurance deductions
- Provides direction and training to payroll clerks
- Reviews payroll clerk time entries
- Processes leave corrections
- Processes employment verifications
- Assists General Ledger with Payroll bank account reconciliation
- Monitors payroll bank account activity
- Processes off-cycle checks
- Deposits checks/money orders
- Reports 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 the following criteria:

- (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and,**
- (b) Six (6) years increasingly responsible office or payroll experience; **including,**
- (c) Two (2) years handling complex payroll duties



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PAY INCREASE OPPORTUNITY

Increase Opportunity #1

Employee will be eligible for a one (1) step increase upon completion of thirty (30) accredited college hours and six (6) months of employment in the position.

Increase Opportunity #2

Employee will be eligible for an additional one (1) step increase upon completion of sixty (60) accredited college hours (or Associated degree from accredited college) and one year of employment in the position

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the principles, methods and practices of payroll preparation and bookkeeping
- Considerable knowledge of the payroll system and computerized system workflows
- Considerable knowledge of laws, ordinances and regulations governing payroll matters and the City's Personnel Policies and Procedures
- Working knowledge of current collective bargaining agreement provisions affecting employees' pay
- Working knowledge of modern office methods and procedures
- Working knowledge of MS Office and/or database software

Ability to:

- Meet deadlines under critical conditions
- Make independent decisions within areas of responsibility
- Train and communicate policies to a wide variety of persons within the organization
- Analyze and resolve administrative problems
- Interpret complex policies and contractual language
- Understand and influence the behavior of others within the organization, customers or the public to achieve job objectives and cause action or understanding

Skill in:

- Proficient in computer applications, including spreadsheets and document-creation software

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key and telephone; occasional lifting up to 20 pounds;



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may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: N-06

Group: Clerical and Administrative

Series: Account Clerical