CLASS TITLE: SENIOR PAYROLL ADMINISTRATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision performs responsible 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 assigned duties.

ESSENTIAL TASKS:
- Directs and coordinates activities for clerical staff assigned to process forms, data and information necessary to process payroll
- Assists Payroll Manager in analyzing payroll system problems and implementing corrections
- Assists in identifying and resolving discrepancies for account reconciliations
- Performs backup for Payroll Manager in his/her absence
- Coordinates the verification of transactions made to the Payroll/Personnel System
- Reviews payroll processing records for form, accuracy and completeness and submits job for payroll production
- Prepares employee online checks, reversals and stop payments
- Processes and verifies hours paid on timesheets
- Trains Payroll/Personnel clerks in other departments
- Requests and processes vendor checks and stop payments
- Logs financial entries per pay cycle to General Ledger for payroll activity reconciliation to include payroll checks, direct deposit advices, manual checks and check reversals
- Coordinates transactions with wage income assignments and IRS tax levies
- Codes over-rides for insurance adjustments and payroll transactions
- Handles employee inquiries concerning payroll and assists in resolving problems
- Coordinates the activities of the parking and bus passes
- Examines financial data submitted by claimants for reimbursement and contacts attorneys and/or judgment creditors to verify/resolve issues
- Reconciles various parking companies’ billing against parking deductions
- Works with insurance companies/pension boards regarding payroll issues
- 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: Graduation from an accredited college or university with an associate’s degree in business/public administration or a related field; and three (3) years of progressively responsible experience in payroll preparation or bookkeeping; or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, methods and practices of payroll preparation and bookkeeping; considerable knowledge of the Infor/GEAC payroll system and computerized system work flows; considerable knowledge of laws, ordinances and regulations governing payroll matters and the City's Personnel Policies and Procedures; good knowledge of current collective bargaining agreement provisions affecting employees’ pay; good knowledge of modern office methods and procedures; and good knowledge of word processing and/or database software. Ability to meet deadlines under critical conditions; ability to make independent decisions within areas of responsibility; ability to train and communicate policies to a wide variety of persons within the organization; ability to analyze and resolve administrative problems; ability to interpret complex policies and contractual language; 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. Applicant must possess skill in the use of a computer including mainframe, spreadsheet and word processing applications.

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; 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: Possession of a valid Oklahoma Class "D" Operator's License.

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

Class Code: 2572
EEO Code: N-06
Pay Code: AT-32

Group: Clerical and Administrative
Series: Account Clerical

Effective Date: October 25, 2010