

CLASS TITLE: PAYROLL COORDINATOR I

PURPOSE OF THE CLASSIFICATION: Under general supervision performs responsible payroll functions involving the City of Tulsa's Payroll/Personnel system and other related assigned duties.

ESSENTIAL TASKS:

- Answers questions and inquiries from departments and employees concerning payroll
- Verifies and balances transactions made to the Payroll/Personnel System
- Processes personnel and benefits paperwork for employees
- Processes employee leave transactions
- Inputs payroll transactions into computerized payroll system
- May train Payroll/Personnel clerks in other departments
- Prepares interim checks and reversals
- Maintains various filing systems
- Prepares and processes payment request on payroll related transactions
- Coordinates the distribution of parking and bus passes
- Reconciles the employees/City contribution for parking and bus passes
- Processes employment verifications
- 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: Graduation from a high school or possession of a General Educational Development Certificate (GED), supplemented by 20 hours of college coursework in business related subjects and two (2) years of experience in payroll or related clerical work; or an equivalent combination of training and experience per Personnel Department Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the principles, methods and practices of bookkeeping; working knowledge of laws, ordinances, and regulations governing payroll matters; good knowledge of Personnel Policies and Procedures and union contracts; good knowledge of modern office methods and procedures; and knowledge of word processing and/or database software packages. Ability to operate standard office machines; ability to understand and follow instructions in regard to payroll problems; 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 skill in the operation of personal computers, 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 and carrying up to 20 pounds; may require sitting for extended periods of time; subject to standing, bending, reaching, walking, and repetitive movements; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires use of telephone and other office equipment.

Class Code: 6544

EEO Code: N-06

Pay Code: OT-18

Group: Clerical and Administrative

Series: Clerical

Effective Date: May 8, 2003