



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Director, Payroll

Reports to: Chief Financial Officer
Department: Finance
Number of Days: 12 Months
Compensation: BL-11
Overtime Status: Exempt
Date Job Revised: July 15, 2008

Position Summary: Overseeing the daily operations of all district payroll functions.

Qualifications/Job Requirements:

Education:

- Bachelor's degree in Accounting or Business Administration required with CPA or Master of Business Administration required.

Specialized Knowledge, Licenses, etc:

- PC and mainframe experience required. Knowledge of payroll systems, accounting, state and federal payroll laws and regulations.

Experience:

- Five years of payroll lead or supervisory experience required.

Specific Training/Skills:

- Strong organizational skills.
- Ability to communicate well with employees at all levels.
- Ability to prioritize and delegate tasks.
- Dependability, tact, and strength in multi-tasking, problem solving and critical analysis essential.

Physical Requirements (If Applicable):

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Other:

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Scope of Authority (If Applicable):

- Budget; exempt and non-exempt personnel.

Customer Contacts:

- Internal: All District employees.
- External: Workers' comp and State of Oklahoma, OK Teacher Retirement System, Internal Revenue Service, various financial institutions and vendors.

Duties and Responsibilities:

- Supervise, assign and review the work of staff responsible for payroll.
- Assist with all programs and services of the department including processing Monthly and Bi-weekly payroll.
- Perform or coordinate calculation of payroll encumbrances.
- Make recommendations for changes and updates to the payroll accounting system.
- Develop and administer accounting controls for payroll expenditures.
- Develop and administer payroll accruals for compensated absences in keeping with GAAP.
- Develop ad-hoc reporting tools.
- Reconcile all cash accounts.
- Perform special projects as required.