



**Job Title:** Director of Payroll

**Department:** Financial Services

**Reports to:** Chief Financial Officer

**Number of Days:** 12 Months

**Compensation:** BG-11

**Overtime Status:** Exempt

**Last Revised Date:** March 6, 2014

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

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

**Minimum Qualifications:**

**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

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- 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
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**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

**Supervisory Responsibilities:**

- Budget; exempt and non-exempt personnel

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of moderate physical activity

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual*

*orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*