

Oklahoma Department of Corrections
Unclassified Job Descriptor

PAYROLL MANAGER

Basic Purpose:

Under administrative direction, positions in this job perform highly-responsible managerial, supervisory and administrative work in managing the agency's payroll program.

Typical Functions:

- Plans, organizes, supervises and manages the payroll system of the agency.
- Develops and recommends new payroll programs or recommend changes to the present payroll system; coordinates any change with other appropriate divisions; coordinates and directs activities of employees involved in the development, preparation and disbursement of payrolls; develops and recommends agency-wide payroll policies and procedures.
- Plans and directs the development of statistical information and reports relative to areas supervised.
- Advises and assists the Administrator of Personnel and HR Manager with the development, coordination and administration of various administrative support units; assists in divisional long-range planning and in the preparation of the division's annual budget.
- Supervises and participates in the pre-auditing of accounts; performs or supervises reconciliation of expenditures.
- Supervises maintenance of portions of cashbook journal, ledger and other financial documents; prepares various financial reports.
- Serves as representative on various committees and task forces relative to administrative support services supervised.
- Supervises, directs and reviews the maintenance of computer table files containing definitions and codings of such items as payroll, work locations, classification codes, title, salary grade and standard metropolitan statistical areas definitions.
- Performs related work as required and assigned.

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Knowledge, Skills, and Abilities:

Knowledge of the principles, practices and techniques of business and public administration; of managerial functions and techniques of office procedure; of basic accounting principles and practices; of business English and arithmetic; and of the principles and techniques of supervision; skill in planning and directing a complex fiscal/administrative program for an institution or agency; in establishing and maintaining effective working relationships and in using calculators and related equipment.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Completion of the curriculum requirements for a baccalaureate degree in business or public administration and 5 years of experience in the preparation, maintenance and processing payrolls, including 2 years in a supervisory capacity; or an equivalent combination of education and experience.

Note: No substitution will be allowed for the required 2 years of supervisory experience.

Preferred Qualifications: N/A