City of Moore

VACANCY ANNOUNCEMENT

Job Title: **PAYROLL ADMINISTRATIVE SPECIALIST**

Open Date: October 20, 2026
Closing Date: Open until filled

Pay Rate: $49,387 – 55,643/annually depending on experience

Job Type: Full-time with benefits

Department: Finance (City Hall)

JOB SUMMARY

Perform specialized clerical and technical financial duties in the processing and maintenance of payroll. Provide technical and clerical support to the Finance Director and the Assistant Finance Director. May serve as backup to the City Clerk and the Reception Desk at City Hall.

EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED required
- Education and/or experience equivalent to three (3) years of clerical accounting experience, preferably in a municipal environment using Tyler Technologies ERP Solutions.

EXAMPLES OF DUTIES

✓ Process regular and special payrolls, including payroll deductions and leave tracking.
✓ Maintain payroll records, reconcile pension contributions, and assist with year-end tax reporting.
✓ Respond to employee payroll inquiries, employment verifications, and records requests.
✓ Serve as backup to the City Clerk, including attending meetings and preparing official minutes.
✓ Serve as backup to front desk and customer service staff as needed.

The selected applicant must pass a background investigation and drug test prior to employment.

ALL APPLICANTS MUST COMPLETE AN APPLICATION
Application and additional information about this job can be found at
https://www.cityofmoore.com/departments/jobs.

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Christine Jolly, Director of Human Resources at hr1@cityofmoore.com or 405.793.5004.

City of Moore is an Equal Opportunity Employer

CITY OF MOORE
Job Description

Payroll Administrative Specialist

Job Code: **7415**
Exempt: No
Department: Finance
Reports To: Finance Director or Assistant Finance Director
Location: City Administrative Offices
Date Approved: July 5, 2016
Date Revised: April 5, 2021

GENERAL DESCRIPTION OF POSITION

To perform a variety of specialized clerical and technical financial duties in support of the Finance Department, including the processing and maintenance of payroll, supervision of front desk or receptionist staff for City Hall, and providing technical and clerical support to the Finance Director and Assistant Finance Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform a variety of specialized administrative, clerical, and technical financial duties including regular and special payrolls; leave tracking, including error reports; financial transactions; information tracking; data management; reporting; and records maintenance. This duty is performed daily, about 25% of the time.

2. Enter all payroll deductions into payroll system including taxes, pensions, insurance and other related payroll deductions; assist in preparation of year-end closing and W-2 tax forms; balance and maintain files for state police pension and fire pension funds; prepare and maintain files for all garnishments and send by certified mail. This duty is performed as needed, about 15% of the time.

3. Enter all master changes into payroll system including terminations, merit increases, promotions, transfers and reclassifications; file master information into employee files; prepare written employment verification, salary and employment history. This duty is performed daily, about 20% of the time.

4. Provide technical and clerical assistance to the Finance Director including managing special projects as assigned. This duty is performed as needed, about 15% of the time.

5. Maintain various ledgers, registers and journals according to established account classifications; prepare, correct or adjust entries as necessary; prepare, update and maintain a variety of files, records and filing systems; verify and distribute information as requested. This duty is performed daily, about 10% of the time.

6. Answer questions and provide information to the public, vendors and other outside agencies and City departments and divisions; receive and respond to citizen and client complaints and questions;

provide information to outside agencies, vendors and other City departments; work in cooperation with other departments in payroll services and functions; refer to appropriate department staff member for resolution as needed. This duty is performed daily, about 5% of the time.

7. Prepare and distribute checks and reports to appropriate departments; distribute benefit reports to all departments; answer employee questions concerning paychecks, deductions and related payroll information. This duty is performed bi-weekly, about 5% of the time.

8. Supervise the reception desk staff or customer service as necessary. This duty is performed daily, about 5% of the time.

9. Good attendance is required.

10. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required.

11. Confidentiality is required upon specific notification to the employee.

12. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises 1-3 employees performing front desk/reception duties.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from $5,000 to $150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Occasional contacts with patrons on routine matters.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations. Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.
While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; occasionally required to stand, walk, reach with hands and arms, talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Knowledge of:

- Operations, services and activities of assigned accounting program area
- Methods and techniques of disbursing and reporting financial transactions
- Methods and techniques of maintaining contracts and records
- Accounting and bookkeeping principles and practices
- Methods and techniques of setting up and maintaining a variety of accounts including payroll records

- Principles and procedures of record keeping and reporting
- Principles and practices of balancing and reconciling financial transactions
- Advanced mathematical principles

Ability to:

- Interpret and explain a variety of department issues and policies
- Prepare clear and concise reports and records
- Maintain a variety of finance related records
- Communicate clearly and concisely, both orally and in writing
- Respond to requests and inquiries from vendors and other City departments
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

High school diploma or GED equivalent.

Experience:

Three years of clerical accounting experience, preferably in a municipal environment. Experience with Tyler Technologies Enterprise Resource Planning Solutions (Munis) in a municipal payroll environment preferred.

License or Certificate:

Possession of, or ability to obtain, a valid Oklahoma driver's license may be required

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; work closely with others.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; operating assigned equipment; manual dexterity required. Must be able to perform attached essential job functions.

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to 10 pounds.

Employee must sit at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time.

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day.

Employee works in a City building at a workstation. Employee must tolerate working environment with inside controlled temperature.

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to 10 pounds.