

# FRANCIS TUTTLE

## Full-Time Personnel Job Description

**Job Title:** Payroll Specialist

**Department:** Finance

**Reports Directly To:** Payroll Manager

**Date:** June 24, 2026

**Prepared By:** Shannon Meeks

**Position Closing Date:** Open until filled

**Job Group:** K

**Salary Range:** \*\$41,067 – \*\*\$51,959

Exempt

Non-Exempt

Certified

Grant Funded

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### Primary Function of Position:

Responsible for processing payroll transactions, maintaining payroll records, and supporting payroll operations in compliance with federal, state, retirement system, and district requirements.

*Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.*

### Essential Job Functions:

#### Payroll Processing

1. Process payroll transactions and payroll adjustments accurately and timely.
2. Review and enter employee time records, supplemental compensation, overtime, substitute pay, adjunct pay, stipend payments, and payroll-related information.
3. Utilize technology to import pay information from one payroll system to another.
4. Process payroll deductions and reconcile amounts against deduction vendor billings for accurate payments.
5. Process employee hires, transfers, position changes, leave adjustments, deduction changes, and terminations in accordance with established procedures.
6. Verify payroll calculations and identify discrepancies for correction.
7. Audit payroll data prior to payroll processing to ensure accuracy and completeness.
8. Balance payroll reports and assist in reconciliation activities.
9. Provide direct deposit transactions for processing and maintain direct deposit records.
10. Assist in preparation and verification of final payroll processing prior to release.

#### Employee Records & Compliance Support

1. Maintain payroll records, files, and documentation in accordance with district procedures and records retention requirements.
2. Process child support orders, garnishments, tax levies, bankruptcy orders, and other legally required payroll deductions. Maintain garnishment documentation and communication with necessary involved parties.
3. Assist with unemployment claim responses, employment verification requests, and payroll-related information requests.

4. Maintain records necessary for federal, state, retirement system, and district reporting requirements.
5. Assist in preparation of payroll reports and supporting documentation for audits and regulatory reporting.
6. Maintain working knowledge of applicable payroll laws, regulations, and district procedures.

### **Employee Service & Department Support**

1. Respond to employee payroll inquiries in a professional, courteous, and timely manner.
2. Assist employees in understanding payroll deductions, leave balances, tax withholding elections, direct deposit information, and compensation information.
3. Coordinate with Human Resources regarding employee payroll information and documentation.
4. Coordinate with supervisors and department staff to obtain payroll-related information and resolve discrepancies.
5. Provide excellent customer service to employees, retirees, vendors, and external agencies.

### **Payroll Systems & Data Management**

1. Enter and maintain payroll information within payroll, HRIS, timekeeping, and related software systems.
2. Review payroll data for accuracy, completeness, and consistency across systems.
3. Assist with payroll system testing, upgrades, implementations, and validation activities.
4. Identify payroll processing issues and communicate recommendations for improvement to the Payroll Manager.
5. Assist in maintaining payroll procedure documentation and process records.

### **General Responsibilities**

1. Maintain confidentiality of employee, payroll, and district information.
2. Maintain reliable, dependable, and punctual attendance.
3. Perform duties in accordance with district policies, procedures, and internal controls.
4. Ability to be present and perform duties as described under working conditions and contract details.
5. Perform other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Three (3) years of payroll, bookkeeping, accounting or related experience required; associate's degree in a related field is preferred.
- Payroll experience in a public education, governmental, or public-sector environment is preferred.
- Proficiency in Microsoft Excel and other Microsoft Office applications.
- Experience with payroll, HRIS, timekeeping, and benefits administration systems.
- Experience processing retirement, garnishment, and payroll tax transactions.
- Ability to work independently with limited supervision and direction.
- Ability to consistently deliver superior customer service and work quality to internal and external customers; exceptional verbal and written communication skills
- The position requires sustained concentration, attention to detail, and the ability to manage multiple tasks and deadlines

**Working Conditions:**

Long periods of sitting; use of hands and fingers to operate a computer keyboard, calculator, and other office equipment; communicate and exchange information; and view computer screens and written materials for extended periods. The employee may occasionally need to move throughout the work area, attend meetings, and transport files or materials weighing up to 20 pounds. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

**Organizational Relationship:**

Full-time, non-exempt personnel position reports directly to the Payroll Manager

**Contract Details**

Twelve-month contract subject to annual renewal. Working day and hours are Monday through Friday, 8:00 a.m. – 4:30 p.m.

**Benefits:**

Francis Tuttle offers a comprehensive benefit package for full-time employment to include paid health and dental insurance, monthly supplemental benefit compensation of \$500, employee leave plan with family friendly work calendar and 100% contribution into Oklahoma Teachers Retirement System. The district will match up to 2% of monthly, base salary with a 403b or 457 retirement plan (base salary does not include stipends or extra duty).

\* *Starting salary represents individuals who are in early stages of career, newer to the role, working toward increasing proficiency.*

\*\* *This range represents individuals who are fully experienced and qualified, demonstrate sustained performance for a period of time and exhibit full proficiency in all aspects of their role.*

**Contact:**

Human Resources  
12777 N. Rockwell Avenue  
Oklahoma City, Oklahoma 73142  
(405) 717-4625

Only persons of interest will be contacted.

**Disclaimer:**

“The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.”

Equal Opportunity E-Verify Employer