CHELAN-DOUGLAS HEALTH DISTRICT

CLASSIFICATION DESCRIPTION

TITLE: Administrative Associate / Payroll/Benefits Coordinator

SUPERVISOR: Administrator

DEPARTMENT: Administration

SALARY: Line E of wage scale (40 hours/week) ☐ Exempt ■ Non-Exempt

Required to become a member of the local collective bargaining unit? ☐ Yes ■ No

GENERAL FUNCTIONS:

This position is responsible for providing administrative services in support of Health District programs. Duties include managing payroll functions and associated HR duties, carrying out additional financial tasks as required by statute, and assisting with audits from state or private auditors. Acts as backup for other fiscal responsibilities as needed. Providing administrative support to the Administrator and Health District Board as Board Secretary. Under the direction of the Administrator, assist in the coordinate of the District’s human resources functions. Acts as Public Records Officer for the district.

TYPICAL WORK:

• Work as Payroll/Benefits Coordinator. Manage Payroll including draws, benefits, garnishments and other payroll deductions.
• HR duties including orientation of new employees regarding payroll and timekeeping, and working with terminating/retiring employees regarding status of benefits and leave cash-outs. Maintain personnel files, and track employee training and licenses.
• Act as backup for other fiscal responsibilities as needed.
• Act as back-up Deputy Registrar.
• Support for Administrator and Management Team
• Serve as Secretary to the Board of Health
• Maintain one bulletin board for administrative issues and one for required employment posters.
• Coordinate the District’s Human Resource Functions under general direction from the Administrator
• Serve as Public Records Officer.
• Assist in other duties as assigned by management
SPECIFIC KNOWLEDGE AND ABILITY:

- Knowledge in general office practices, including strong mathematical skills and ability to reconcile data.
- Knowledge of accounting principles and practices.
- Ability to learn and utilize specialized software programs.
- Ability to use a 10-key calculator and type a minimum of 40 wpm required.
- Ability to communicate effectively verbally and in writing to diverse persons.
- Skills in organizing, prioritizing, and handling multiple tasks simultaneously.
- Ability to work with details and analyze data for correctness with a high degree of accuracy.
- Knowledge of standard formats for business correspondence and reports and data recording methods.
- Ability to operate standard office equipment and computer programs efficiently; learn other computer programs as needed.
- Knowledge of Health District services, policies, procedures, and staff working within the various programs.
- Able to serve as liaison between the Board of Health, Administrator, staff and the general public to provide added communication, understanding and cooperation within the agency and the community.
- Ability to work independently and/or as part of a team.
- Able to represent the Health District in a courteous, professional manner.
- Able to maintain confidentiality regarding all matters including personnel, acquisition, disposition, and other sensitive issues.
- Knowledge of Human Resources rules and laws affecting the Health District’s human resources and payroll functions.

MINIMUM QUALIFICATIONS:

- Proven experience as a payroll coordinator or similar role.
- Working knowledge of payroll processes, employee benefit programs, accounts payable, and accounts receivable.
- Working knowledge of legislation relevant to accounting and payroll.
- Computer literate in the areas of databases, spreadsheets, word processing, electronic billing and filing.
- Ability to work with people in a compassionate but firm manner.
- Ability to multitask and meet deadlines with excellent attention to detail.
- Possess or have the ability to acquire a Washington Driver’s License within 30 days of employment.
- Ability to lift up to 25 pounds, sit for long periods, type at a keyboard, bend, reach above shoulders.
**DESIRED QUALIFICATIONS:**

- Four-year accounting degree or equivalent
- Advanced experience with spreadsheets
- Familiarity with the Health District or government accounting fiscal operations
- Human Resource training and/or experience.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

This position requires the ability to perform those activities to complete the essential functions of the job, either with or without reasonable accommodation. Mental activities required by the employee in this position include decision-making, interpersonal skills, teamwork, creativity, customer service, use of discretion, presentations, negotiation, mathematical analysis, and the ability to read, write, speak and understand English. Required physical activities can include frequent keyboard fingering, talking, hearing, repetitive motions of hands and wrists, sitting, standing, and lifting, pushing, pulling, and carrying objects.

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Approved by Administrator Date