

Job Title:	Administrative Specialist- Human Resources & Payroll		
Job Number:	HD09	Supervisor:	Human Resources Manager
Date Posted:		FTE:	40 Hours Per Week
Job Location:	Friday Harbor, WA	Department:	Hospital District-Superintendent's Office
Wage:	\$30-34, DOE, at-will.	Benefits:	Medical, Vision, and Dental HSA Account PTO Retirement- PERs Gym Membership
Management Position:	No	Number of Direct Reports:	None
Sabbatical Eligible	Yes	FLSA Status	Non-Exempt
Job Definition	This position reports directly to the Human Resources Manager and plays a key role in processing payroll. Additionally, the position provides essential administrative support to the District, assisting with various general office tasks to ensure smooth day-to-day operations.		
Job Duties	<p>Administrative Duties:</p> <ul style="list-style-type: none"> • Read, research, and route correspondences. • Maintain inventory of office supplies and reorder as necessary to ensure the office is adequately stocked. Track all inventory at the administrative offices, and work with each department to ensure up to date inventory (each department has a lead responsible for this; the Administrative Specialist is responsible for checking that it is done correctly). • Store existing documents and ensure their longevity. • Answering the phone and handling general inquiries. • Assist with tech support inquiries by routing questions question and inquiries and obtaining approvals where required • Assist with various administrative tasks, including scheduling, correspondence, data entry, and document preparation. <p>Payroll:</p> <ul style="list-style-type: none"> • Collect and review employee timesheets, ensuring accuracy of reported hours, overtime, and any adjustments for absences, vacation, or sick leave. • Ensure proper classification of employee work hours, including regular, overtime, and special pay categories. • Verify all payroll data aligns with the company's payroll policies, including applicable state and federal regulations. 		

	<ul style="list-style-type: none"> • Process payroll for all employees, ensuring timely distribution of paychecks or direct deposit. • Generate and distribute pay stubs and any relevant payroll reports for employees. • Assist with the preparation of year-end payroll reports, including W-2 forms for all employees. • Investigate and resolve issues related to missed or incorrect payments, deductions, or overtime. • Maintain accurate and up-to-date payroll records, ensuring they are compliant with legal requirements for record retention. • Prepare and distribute regular payroll reports to management, summarizing payroll expenses and providing analysis as requested. <p>Board Recording Secretary:</p> <ul style="list-style-type: none"> • Work with the Superintendent to manage all Board Meeting documents, execute documents, and when necessary, liaise with notaries. • Prepare, display, and publicly produce notices of Hospital District Board Meetings as required by law. • Attend, manage telecommunications, record, and draw up minutes of all Board Meetings. <p>Complete all other duties assigned, including but not limited to:</p> <ul style="list-style-type: none"> • Scheduling travel arrangements for management staff • Checking the mail and routing mail to appropriate personnel, if necessary • Answering the phone • Reception • Provide administrative support and coverage for team members during absences or as needed to ensure continuity of operations.
Working Environment	<p>This position is located in an administrative office with occasional visits to other District offices. All applicants must be able to regularly move up to 30 pounds and occasionally move more than 50 pounds; must be able to traverse an average of one mile daily and spend long periods of time stationary; must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.</p>
Minimum Experience Requirements	<ul style="list-style-type: none"> • Administrative experience • Willingness and desire to collaborate with District employees on larger projects • High proficiency with MS Office 365 and Windows 10 • Ability to learn multiple computer programs and web applications • Self-motivation: this job requires a lot of independent work and activity • Administrative and professional writing and proofreading skills • Ability to communicate verbally

	<ul style="list-style-type: none"> • Flexibility with 1-3 days per month (on average) of afterhours or irregular work hours • Able to work within an occasionally hectic work environment • Organizational ability and multitasking • Knowledge of remote conferencing software and calendar tools
Preferred Experience	<ul style="list-style-type: none"> • Associate degree or bachelor’s degree • Previous experience with Tyler ERP Pro 10 Finance Software • Previous experience with payroll processing • Familiarity with the EMS, healthcare, public health, assisted living and/or public safety
Education and Certifications	No education or certifications are required for this position
Environment, Labor Laws, and Working Conditions	
<p>San Juan County Public Hospital District No. 1 is an equal employer under U.S. federal law. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. All applications are screened with the aforementioned information removed to ensure that applications are reviewed equally and fairly. Women, veterans, and minorities are encouraged to apply for this position.</p> <p>The Rehabilitation Act protects qualified individuals from discrimination based on disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. San Juan County Public Hospital District No. 1 will make reasonable accommodations for any hired employee.</p> <p>This position is paid hourly, non-exempt and at will. Washington State Law requires all employees one ten-minute rest break every four hours, and a thirty-minute unpaid lunch period for any shift over six hours.</p>	

Employee Acknowledgement:

Name: _____

Signature: _____

Date: _____