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## *Yakima Health District*

*Seeks*

### *Temporary Payroll/Procurement/HR Specialist*

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**Salary: Annual Salary - \$43,388 - \$56,611 + Benefits**

The Yakima Health District offers a comprehensive benefits package that includes medical, vision, dental, and life insurance (Public Employee Benefits Board); participation in Washington State retirement system (DRS); and a generous annual, holiday, and sick leave program. This is a full-time, temporary exempt position for one year and could extend longer.

**Purpose of the Position:**

This employee serves as the backup payroll contact for the District's 30+ employees. In addition to processing payroll, this employee assists staff and management with human resources issues and purchasing. This position works under the direction of the Senior Finance Manager, serves as a key member of the finance team, and works closely with the Chief Operating Officer.

**Essential Job Functions:**

This employee is responsible for assisting in the processing of all payroll activities as follows:

- Enter payroll information for the District's 30+ employees using the Workday system, maintain all use of time including individual employee leave balances, anniversary dates, and progression in the salary step progression;
- Ensure payroll practices comply with payroll regulations, the District's three collective bargaining agreements, and the County's payroll operations;
- Troubleshoot any problems or errors that occur specific to deductions re: PEBB, Department of Retirement Systems, Deferred Compensation, and VEBA;
- Assist employees in navigating benefits websites to retrieve pertinent information about medical/dental/vision insurance via PEBB, DRS, FMLA, PFMLA, long term disability, Labor and Industries, and other employment related benefits;
- Maintain employee personnel, medical and worker's compensation files;
- Adhere to the strictest of confidentiality practices specific to payroll and human resources activities to ensure employees have confidence in personal information remaining confidential;
- Refer to a wide range of official, legal, highly technical and complex forms, including collective bargaining agreements (union contracts) when working to resolve an exceptional or complex payroll/HR issue;
- Facilitate the on-boarding of new employees and the separation of employees

- retiring or separating from employment;
- Coordinate applicant interview and selection processes, as needed, under the direction of the Chief Operating Officer;
- Maintain records and written documents specific to applicant screening and selection;
- Assist the Senior Finance Manager and the other Accounting Technician in processing accounts payable/receivable, and provide oversight of releasing accounting documents when needed;
- Represent the Yakima Health District when interacting with benefits partners, governmental partners, or other professional entities;
- Work closely with the Chief Operating Officer in maintaining and publishing personnel policies;
- Research and support best practices or programs under the direction of the Chief Operating Officer;
- Respond to a variety of inquires via email, phone, and in-person contacts; research the appropriate response, identify internal and external resources and contact information, and work to deliver exceptional customer service to those that interact with the Health District;
- Perform related duties in accounting, payroll, and human resources of a comparable level and type as assigned;
- Assist in managing purchasing for the whole agency;
- Perform related duties of comparable level and type as assigned

The itemized list of job tasks and essential functions as identified above is not all inclusive.

### **Knowledge and Abilities**

- An Associate's degree in accounting, business management, or human resources;
- Two (2) years of progressively responsible experience specific to payroll, accounting or human resource management;
- Experience may substitute for education on a one (1) year experience for one (1) year of education;
- Ability to learn applicable payroll and HR policies and procedures including laws and regulations;
- Ability to work with a wide range of public and confidential documents while adhering to the regulations of the Public Records Act, HIPPA, and other applicable laws and regulations;
- Must be proficient in the use of Microsoft Suites software including Outlook, Excel, and PowerPoint (or Adobe), ability to work with Cayenta or other similar financial management systems is necessary;
- Must be able to work with complex and sometimes medical related information and documents, make decisions in a timely manner, and work with limited supervision;

- Establish and maintain effective, courteous and respectful interpersonal relationships with internal and external colleagues, partners, clients, and the general public, and effectively manage the occasional difficult or disruptive individual;
- Ability to communicate effectively with a very diverse workforce and community as a whole; and
- Ability to speak, read, write English is required

**Working Conditions/Physical Conditions:**

- Work in an office setting, sit at a desk for extended periods of time, and work with detailed information as viewed on a computer screen;
- Must be able to obtain a valid Washington State driver's license within 30 days of employment and possess auto insurance, or to be able to demonstrate the ability to travel to county offices and on occasion to regional meetings or training;
- The successful candidate will be required to complete a thorough background investigation including a review of the individual's criminal history and a credit check;
- Must prove or be able to obtain immunity to measles, mumps, rubella and varicella diseases within thirty (30) days of employment;
- Must be current with pertussis immunization within thirty (30) days of employment;
- Must provide documentation of the results of a tuberculosis test (i.e., tuberculin test or interferon gamma release assay) administered within the previous ninety (90) days.

**HOW TO APPLY:**

**This position closes August 15, 2021. Resumes and cover letters are to be sent to**  
[HealthDistrictHR@co.yakima.wa.us](mailto:HealthDistrictHR@co.yakima.wa.us).

To review the entire job description and learn more about the Yakima Health District  
[www.yakimacounty.us/275/HealthDistrict](http://www.yakimacounty.us/275/HealthDistrict)

Resume and cover letter should include information about relevant work experience, skills and abilities applicable to the job.

***The Yakima Health District is an Equal Employment Opportunity Employer that embraces diversity.***