

Position Title: Business Services Assistant
Reports to: Business Services Manager
FLSA Status: Modified Part-Time Hourly
Salary: \$16.50

Summary

The Business Services Assistant supports the Business Services Manager in the processing of human resource tasks in the day-to-day and future planning operations of the Asotin County Public Facilities District. Exercises considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures. Keeps a complete set of personnel transactions and records of employees working for the District to include such things as completing all hire and termination actions for part-time and full-time employees as well as maintaining and tracking employee issue uniform items. Tracks, coordinates, and processes job applications and responses. Performs computer system and database processing. Maintains and archives District files. Translates for Family Medical Leave and Paid Family Medical Leave policies and procedures to the District. Maintains records involving employee and patron accidents. Acts as backup for financial deposits, cashier accuracy and performance, Medicare billing programs, and both accounts receivable and payable. May assist in elementary District Board preparation. Exercises independent judgment to prepare correspondence, reports, and other official materials. May be required to meet with the public in addition to undertake other duties as necessary. Must be able to work independently as well as work a flexible schedule to include occasional weekends and evenings as the job demands.

Qualifications

- High School Diploma or GED required, AA degree or higher is preferred although experience may be considered and substituted.
- Computer skills are necessary. Familiarity and knowledge of Excel, Word, and Outlook computer programs and the ability to produce reports from programs are required.
- Must be able to communicate effectively verbally, through written reports and letters, and generate a variety of reports, spreadsheets, and handouts.
- Be able to become proficient at using current District-unique computer programs.
- Must have access to a vehicle to use in conjunction with District business.
- Ability to read and comprehend instructions, correspondence, and memos. Ability to effectively present information in one-on-one and small group situations.

Job Duties

- Maintains employment records required by the State of Washington regarding payroll, maintain a monthly account as to the eligibility of each employee for Public Employee Retirement System, and maintain all employee benefit records.
- Coordinate, prepare for, and conduct initial and returning hiring appointments and