Job Title:	**Finance Specialist**		
Job Number:	HD04	Supervisor:	Finance Director
Date Posted:	01/03/2023	FTE:	40 Hours Per Week
Job Location:	Friday Harbor, WA	Department:	Hospital District
Wage:	$65,000 - $68,000, not exempt from the FLSA. At will employment.	Benefits:	Medical and Dental HRA Account PTO Retirement
Management Position:	No	Number of Direct Reports:	None.
Job Definition	This position reports to the District's Finance Director and primarily supports the District's financial operations, such as generating warrants and payroll for approval by the Finance Director, ordering supplies, or supporting grant work. This role also fills significant general administrative functions such as public records and Board Recording Secretary work.		
Job Duties	Administrative • General Admin: Read, research, and route correspondence, draft letters and documents, collect and analyze information, initiate telecommunications, assist in keeping offices organized and clean. • Order supplies for all offices • 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 Finance Specialist is responsible for checking that it is done correctly) • Perform administrative support roles as needed, e.g. make travel arrangements, check mail, and other errands Financial (San Juan County Public Hospital District No. 1 only) • Collect approved expenditures and generate warrants for accounts payable to be approved by the Finance Director • Ensure approval of vendors in SAM • Prepare payroll for approval; report and track commissioners monthly/quarterly stipends • Calculate PTO balances for all employees • Assist the Finance Director in preparing monthly and annual financial reports for the Superintendent • Help with grants by sending needed documents to the District's accounting firm and help to ensure District complies with two HRSA grants. • File applications for grants and funding assistance (the District will provide training)		

	• Assist with state audits of Hospital District finances (routine in public agencies). • Perform research as needed into finances to support development of budgets and other financial documents • Draft Accounts Receivable Public Records Clerk • Respond to Public Records Requests according to the laws of the State of Washington and the policies of San Juan County Public Hospital District No. 1, San Juan Island EMS, and Village at the Harbor. • Maintain public records files, both electronic and paper. • Ensure the proper retiring of records whether to archival or destruction, and document actions. • Store existing documents and ensure their longevity. • Handle exempt and non-exempt documents under the Public Records Act, archival and non-archival documents, as well as essential and non-essential designated materials. Board Recording Secretary • Work with the Superintendent to manage all Board Meeting documents, execute documents, 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. Other duties as assigned.
Working Environment	This position works out of an administrative office. 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.
Minimum Experience Requirements	• Administrative experience • High proficiency with MS Office 365 and Windows 10 • Ability to learn multiple computer programs and web applications • General accounting and bookkeeping practices • Must be self-motivated and possess a strong work ethic. This is a job that requires a lot of independent work and activity • Administrative and professional writing and proofreading skills • Ability to communicate verbally • 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 • Batchelor's degree or equivalent experience
Preferred Experience	• Associate degree or bachelor's degree • Background with grant administration, WordPress, EDEN • 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

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.

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.

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.