



ROCKINGHAM COUNTY

DEPARTMENT OF HUMAN RESOURCES

CAREERS

POSITION: OFFICE ADMINSTRATOR **DEPARTMENT OF LONG TERM CARE**

Join our team as the Office Administrator at Rockingham County Rehabilitation and Nursing Center. Enjoy fantastic benefits, generous paid time off and the opportunity to work alongside accomplished professionals. Be a part of an organization you can be proud of.

SCOPE OF POSITION:

Directs the day to day office administrative assistant staff Support functions for the non-clinical aspects of the nursing department; assists in the development and implementation of office protocol; streamlines administrative procedures, task delegation and long range planning. Manages and oversees the processing of the biweekly payroll for all nursing department personnel under the direction of the Director of Nursing.

ESSENTIAL JOB FUNCTIONS:

- Supervises & support administrative assistants to ensure work tasks and duties are completed.
- Creates and updates records and databases with personnel, financial and other data.
- Maintains confidentiality regarding sensitive county and departmental information.
- Maintains filing and other office systems.
- Manages all aspects of electronic timecard administration ensuring an accurate biweekly submission of the Nursing Departments electronic timekeeping punches occurs.
- Reconciles any and all time card errors; missing punches, time off requests, shift changes.
- Obtains necessary sign-offs from nursing department staff on corrections/revisions made to an employee's electronic punch.
- Processes final timekeeping submission for approval and submits department's biweekly time records to the Payroll Department for processing.
- Inputs and activates new hire schedules into electronic time keeping system.
- Prepares employee evaluation packets for distribution; tracks for timely completion.

REQUIRED EDUCATION AND EXPERIENCE:

- Knowledge of office procedures & basic accounting practices including budget experience.
- 3 to 5 years related experience in a Long Term Care environment;
- At least 2 years of experience effectively managing individuals or comparable experience.
- Computer proficiency skills with Microsoft Office applications & electronic payroll software systems.
- Must have good interpersonal relations with proven communication skills, both verbal and written.
- Leadership & strong organizational skills with the ability to make independent decisions.

CRITICAL OUTCOMES:

- 1) Provide leadership and performance modeling for administrative staff, resulting in optimal contribution to the department and the organization (for example – payroll is an essential function of this position)
- 2) Participate actively in all aspects of position responsibilities and accountability to support mission, vision and values while delivering outstanding customer service.
- 3) Promote proactive involvement of FIRST Initiative – Fostering an Innovative, Resourceful, Supportive, Teamwork.

SALARY RANGE: \$20.74 – 28.78 dependent upon experience

STATUS/SHIFT: Full Time / First Shift

SUBMISSION REQUIREMENTS: Employment application and resume required.

Apply Online: Careers@co.rockingham.nh.us

Walk-In / Mail Applications:

111 North Rd

.Brentwood, NH 03833

Applications can be found online at: Rockinghamcountynh.org/careers

Equal Employment Opportunity

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.