



Public Health Department Sample Job Description

Payroll/Procurement Specialist

Position Summary:

The Payroll/Procurement Specialist is responsible for ensuring that the staff have needed supplies and equipment to fulfill their job functions, and that the payroll system runs smoothly and accurately. This position performs all administrative and technical/clerical activities related to both payroll and procurement.

Essential Duties:

Procurement

- Develops and implements procurement processes and procedures, including ordering office supplies and equipment, tracking orders, communicating with department staff, and maintaining records.
- Prepares and issues requisitions and purchase orders.
- Seeks competitive bids when appropriate, comparing proposals for price and specifications.
- Seeks cost-effective suppliers and negotiates with vendors to reduce costs.
- Monitors vendor performance and resolves issues and concerns.
- Maintains positive working relationships with vendors and suppliers.
- Liaising closely with the Logistics/Warehouse Coordinator to ensure the warehouse is prepared to receive shipments and keep the logistics timeline up to date.
- Maintains purchasing records in databases, spreadsheets, logs, and physical files.
- Ensures accuracy, accessibility, and security/confidentiality of department records.
- Prepares periodic and as-needed reports concerning purchasing activity for the department.
- Coordinates with the local government Procurement Office.
- Performs related duties as required.

Payroll

- Reviews and verifies employee timesheets for completeness and supervisor's signature.
- Collates and calculates wages, benefits, and tax deductions.
- Prepares and processes employee paychecks.
- Enters data into payroll and administrative databases, spreadsheets, software programs, logs, and physical files.
- Ensures accuracy, accessibility, and security/confidentiality of department payroll documentation and transactions records.
- Prepares payroll financial reports for accounting and auditing purposes.
- Prepares periodic and as-needed payroll reports for department management.
- Monitors and responds to staff payroll-related inquiries and works with the CFO to resolve payroll discrepancies.
- Coordinates with local government payroll department.
- Ensures payroll compliance with company policies and laws.
- Performs related duties as required.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Public Health Core Competencies:

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.

- 4.1. Applies principles of ethics, diversity, equity, inclusion, and justice.
- 7.10. Applies critical thinking in decision making.
- 7.11. Engages individuals and teams to achieve program and organizational goals.
- 7.12. Facilitates collaboration among individuals, groups, and organizations.
- 7.13. Engages in performance management.

Qualifications:

- High school graduate or GED equivalent.
- One year of responsible work which involved the application of accounting or fiscal principles and practices.
- Experience in accounting, bookkeeping, or business administration preferred.
- Experience working with accounting and payroll software a plus.

Required Knowledge, Skills and Abilities:

- Working knowledge of basic accounting principles and payroll practices.
- Working knowledge of MS Office Word, Outlook, and Excel spreadsheets and formulas.
- Knowledge of payroll entry processes.
- Knowledge of managing and updating inventory databases.
- Customer service skills.
- Problem-solving skills.
- Written and verbal communication skills.
- Relationship-building skills.
- Negotiating skills.
- Ability to learn unique information systems.
- Ability to set priorities.
- Able to multitask, prioritize, and manage time efficiently.
- Ability to manage details.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to work as part of a team.
- Ability to interact appropriately and effectively with a wide range of persons.
- Ability to maintain and handle confidential information.
- Ability to adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Demonstrated strong work ethic.

Physical Demands:

- Hearing.
- Keyboarding.
- Near visual acuity.
- Peripheral visual acuity
- Sitting.



- Speaking.

The Health Department is an equal opportunity employer.

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