

# **Accounting/Insurance Specialist**

**New Hanover County Schools**

**Class: Classified**  
**Dept: Finance**

## **Job Description**

**TITLE:** **Accounting Specialist**

- QUALIFICATIONS:**
1. Associates or Bachelor's degree in business, accounting or an equivalent of experience preferred.
  2. Accounting skills, computer skills (spreadsheets, word processing, and financial software), and effective communication skills and the ability to work independently.
  3. Five years or more of work experience involving financial operations in a business or school system preferred.

**REPORTS TO:** Payroll Supervisor

**JOB GOAL:** To process and reconcile monthly payroll deduction payables, maintain files supporting deductions and manage all ACA documentation and reporting requirements.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school finance issues.
2. Maintain employee and payroll system files related to employee deductions.
3. Contact point for employee insurance payments while on Leave of Absence.
4. Reconciliation of employees' insurance deductions to the insurance vendor invoices, on a monthly basis.
5. Reconciliation of the insurance liability accounts on the General Ledger, on a monthly basis.
6. Process all monthly insurance payables, and employee refunds that are sent to NHCS from the insurance vendors.
7. Maintain appropriate spreadsheets to provide support for payroll for insurance changes.
8. Provide accounting support, research, and analysis for Payroll. Assist payroll with special projects as needed.

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9. Assist employees with questions concerning their insurance deductions.
10. Prepare the monthly Initial Lookback reports for new hires, and the annual Standard Lookback report in accordance with the ACA guidelines.
11. Prepare the annual 1095C schedules to be distributed to employees to comply with ACA reporting.
12. Prepare the year-end insurance audit work papers, validating the balances in the insurance liability accounts.
13. Additional duties as assigned by the Payroll Supervisor.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** Grade 71

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Knowledge and understanding of rules and regulations as they apply to school finance.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with NHCS employees and central office staff.
- Maintain a strong working relationship with the NHCS Benefits department, located in Human Resources.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs, with a strong proficiency in Excel.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, and meet specific standards, and ability to work independently.
- Ability to work independently, but also willing to work as part of the Finance team assisting others as needs arise.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.