



Job Description

Benefits Coordinator and Payroll Specialist

Employment Status: Full-Time

FLSA Status: Non-Exempt

Calendar: 240 Days

Experience Required: Three (3) years related work experience.

Minimum Education Requirements: High School diploma or G.E.D.

Department: Business Office.

Direct Supervisor: Assistant Superintendent.

Primary Work Location: Office setting.

Certification: None.

Job Summary: Handles the administrative requirements of employee benefit plans and the administration of employee benefits involving extensive communication and interaction with employees and insurance and retirement plan providers.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Administer employee benefit programs, meeting all legal and contractual requirements.
- Complete all benefits-related local, county, state, and federal reporting on a timely basis with high degree of accuracy.
- Audit benefit invoices prior to approval for payment.
- Oversee workers compensation claims from start to finish.
- Reconcile all agency checks.
- Reconcile bank accounts.
- Check all credit card statements.
- Enter all accounts payable vendors.
- Receive and disseminate mail; sign for and mark all incoming packages.
- Oversee all W-9 duties including sending to new vendors, entering into Keystone software, and filing them away.
- Handle deposits for retiree's dental, vision, and COBRA.
- Post disbursements for flex spending.
- Assemble new employee packets and handle new employee paperwork.
- Reconcile and transmit annuity files (TSA) and reconcile and fund the Health Savings Account.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position



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An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Health benefit processes, rules, laws, and regulations.
- Working with confidential information as well as HIPAA requirements.
- Analysis and reporting of financial data.
- Administrative and clerical procedures and systems such as word processing, managing files and records, and office procedures and terminology.

Skills

- Mathematics and using mathematics to solve problems.
- Strong written and oral communications and relational skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Ability to understand complex benefits plan documents, contracts, and agreements.
- Strong ability to multi-task, demonstrate flexibility, prioritize projects, and meet deadlines.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date