



Fremont Union High School District

Position: Accounting Analyst - Benefits

Department/Site:	Business Services	Range:	116
Reports to/ Evaluated by:	Business Administrator	Work Year:	245
		Months:	12

Summary of Basic Functions & Responsibilities

Under the supervision of a Business Administrator, administers employee benefits for the District by coordinating, implementing, and maintaining up-to-date files and reporting for programs that include, but are not limited to group health, other forms of group insurance, retirement, workers compensation, capital accumulation, and statutory areas such as unemployment. Understands and works effectively with people of differing cultures

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Participates in the design, assembly, implementation, and administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement.
- Coordinates and participates in the day-to-day administration of the benefit program elements. Ensures that employees are properly oriented, questions are answered, documents are processed on a timely basis, bills are processed, and required reports are completed.
- Coordinates and participates in the processing of enrollment, claims, and other benefits documentation. Collects and enters employee information onto the appropriate databases.
- Provides regular communications about the benefits programs through open enrollments, periodic orientations for new and existing employees, written communications, and newsletters. Serves as a primary resource to employees for benefit questions. Assists employees in solving problems with coverage.
- Designs and implements data collection method for annual 1095-C reporting, while maintaining compatibility with SCCOE's reporting requirements and format. Works with SCCOE and the IRS for error resolution on the annual 1095 report and on 1095 corrections need throughout the year.
- Prepares and submits mandatory annual reports to various Federal, State, and Local agencies, including but not limited to the Annual 1095-C report for the Internal Revenue Service, Anti-Discrimination Testing of the Benefits program for insurance brokers, benefits information for California Department of Education's annual J-90 report, and employee census reports as necessary.
- Facilitates and monitors periodic open enrollment processes. Invites the providers of benefit plan elements, establishes schedules, and prepares communications.
- Processes and monitors COBRA and other required procedures for eligible employees.
- Processes and monitors Section 125 flexible spending program (FSA).
- Processes necessary benefit changes due to worker's compensation claims.
- Maintains statistical and other records of benefit plan activity.
- Receives and reviews documentation on new employees. Verifies information and eligibility for benefits and retirement.
- Performs complex and technical accounting duties related to assigned accounting areas; establishes monitors and maintains assigned accounts.
- Prepares and posts journal entries to the general ledger.
- Provides specific aspects of new-employee orientation on benefit programs and enrollment procedures. Assembles and distributes packets containing information on the District, group benefit plans, and

- policies and procedures.
- Compiles reports for external agencies and third-party providers. Compiles statistics and trends. Calculates employee costs for specially funded programs.
 - Serves and/or acts as a liaison to a variety of employee relations committee
 - Responds to requests for information using discretion and judgment when discussing confidential and/or sensitive information.
 - Coordinates benefits provisions for eligible retirees. Attends retirement meetings with employees approaching their retirement date, prepares retirement calculation breakdown reports for prospective retirees, advises retirees on their available benefit selections and structure.
 - Verifies timesheets and checks for appropriate SACS coding.
 - Reconciles invoices from service providers against payroll and enrollment/change forms and makes necessary adjustments.
 - Verifies and processes necessary payroll deductions for benefits and related items.
 - Verifies and processes necessary payroll deductions for ROTH, 403(b) and 457(b) voluntary deductions for retirement accounts. Communicates potential deductions errors with TDS account representatives and also with FUHSD employees.
 - Receives and processes death benefit claims through FUHSD's offered Basic and Supplemental Life Insurance Policies.
 - Maintains current and updated documents for the Benefits' section of FUHSD's website, including summaries of coverage, forms, and instructional documents.
 - Assists FUHSD Administrators in responding to external auditor data requests.
 - Prepares the health and welfare portion of the Revenue Sharing documents.
 - Reconciles the "suspense" account on a monthly basis.
 - Facilitates payment to vendors for payroll deductions (i.e. APPLE, MidAmerica).
 - Assists external auditors as requested in reviewing the District's financial records, reports, and transactions.
 - Participates in year-end closing procedures for assigned accounting areas.
 - Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires specialized program knowledge of group employee benefits programs including all forms of insurance, and statutory requirements.
- Requires knowledge of the laws and regulations affecting benefits administration.
- Requires knowledge of generally accepted personnel management practices, fair employment practices, and other laws governing human resources.
- Requires knowledge of the California State Accounting Manual and related SACS coding.
- Requires in-depth knowledge of personnel records and data entry requirements for information systems.
- Requires knowledge of other human resource functions such as employment, payroll, and employee communications.
- Requires knowledge of personal computers and common office productivity applications such as office suites, spreadsheets, and relational databases used in accounting and human resources.
- Requires human relations skills sufficient to communicate technical concepts to others in individual and small group settings and to exercise patience when dealing with employees.
- Requires skill at preparing effective written communications.
- Requires sufficient math skill to compute risk and return, present value, and cost-benefit analysis.
- Requires the ability to coordinate, maintain, and document group benefits program elements, including the ability to setup employee enrollment services.
- Requires the ability to interpret the policies, procedures, techniques, and rules governing human resources management.
- Requires the ability to operate a variety of office equipment, such as computers, printers, copiers,

document folders, shredders, and calculators

- Requires the ability to organize the workstation for efficient customer service and timely document processing.
- Requires the ability to conduct orientation.
- Requires the ability to maintain confidentiality of employee information and certain communications governing employee records.
- Requires the ability to coordinate and perform subject specific projects.
- Requires the ability to convert involved technical and legal information into practical communications.
- Requires the ability to interpret labor contract provisions governing the area of responsibility and to apply salary structures to employee status changes.
- Requires the ability to achieve harmony and cooperation in communications with others.
- Requires the ability to prepare professional correspondence for routine communications with insiders and outsiders.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit, often for long periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- Requires a High School Diploma or its equivalent supplemented by two years college level course work in accounting, finance or related field and four years accounting experience.

Licenses & Certificates

- May require a valid driver's license. Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions

- Work is performed in a District Office environment subject to constant interruptions.