

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: **BENEFITS SPECIALIST**

QUALIFICATIONS:

1. Education level – Minimum BS degree in related field or relevant experience
2. Certification or Licensure – None required
3. Experience desired – At least two (2) years experience in bookkeeping, accounting, and payroll assignments involving advanced record keeping (directly related business school or college courses may be substituted equally for up to six (6) months experience; OR any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the function of a Benefits Specialist)
4. Requirements – Must successfully pass a background check that is satisfactory to the Board of Education. Excellent organizational skills, oral, and written skills, time management, good attendance record and telephone skills. Computer knowledge and the ability to communicate effectively. Good work attitude with a positive and pleasant disposition. Proficient in keyboarding, 10 key & Microsoft Office
5. Ability to maintain confidentiality
6. **Benefits Specialist I:** Experience or Bachelor's Degree
Benefits Specialist II: Master's Degree or above in related field

REPORTS TO: Chief Financial Officer

JOB GOAL: The Benefits Specialist will oversee insurance benefits for all current and retired employees

PERFORMANCE RESPONSIBILITIES:

1. Oversee Federal Healthcare compliance and reporting
2. Group Benefits Administrator responsible for reconciling monthly billings, enrolling/terminating coverage and answering staff questions regarding all insurance with multiple providers (Life, disability, health, dental, vision and 403b/457 plans, etc.)
3. Oversee Open Enrollment to ensure annual benefit changes and products are communicated clearly to staff and coordinate with TPA's/carrier representatives to ensure new benefits and voluntary deductions are implemented and set up accurately
4. Manage insurance benefits for employees and maintains accurate records
5. Partner with Human Resources and Payroll regarding onboarding, offboarding and retirement system.
6. Responsible for collection of retiree insurance payments (ACH withdrawals) and cobra insurance payments
7. Assist CFO in verifying accuracy of employee assignments, retirement categories, and with reconciliation of liability account
8. Assist in other duties at the request of the Superintendent or Chief Financial Officer

PHYSICAL DEMANDS: Requires some lifting of files and storage containers

TERM OF EMPLOYMENT: 12 months as per School Board Policy GDBDA

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by Chief Financial Officer

PAYSCALE: Classified Exempt

APPROVED BY SCHOOL BOARD: June 24, 2021