

Lauderdale County Schools
Florence, AL

Job Description

Position: Benefit Specialist

Department: Business Operations
Reports To: CSFO and Assistant Superintendent
FLSA Status: Non-Exempt
Contract Days: 240 days
Salary: Based on the System Salary Schedule
Qualifications:

1. BS degree in related field from an accredited college or university.
2. Minimum: 3 years of Business Office experience.

Purpose of Job

To manage, maintain, & coordinate all insurance and benefits related matters for the system including employees, vehicles, building structures, and equipment.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares and maintain employee benefit files, ensuring accuracy, compliance and confidentiality.
- Administers benefits programs, insurance programs, retirement, and Family Medical Leave, and assists employees with all related paperwork and submissions.
- Process and maintains all employee benefit status reports including Family Medical Leave and Catastrophic Leave.
- Coordinates procedures to initiate employee benefit payments arising from disability, medical, and life insurance coverages.
- Maintains an organized and efficient filing system for all employee, fleet, and property insurance documents.
- Assists in the administration and employee training for timekeeping, leave, and substitute management system and assists with related payroll data entry.
- Prepares for and conducts meetings designed to help employees obtain information and understanding of benefits and insurance policies.
- Attends meetings and conferences as directed.
- Meets important deadlines on a regular basis.
- Receives cross-training to bookkeeping team members by supervising their periodic performance or your assigned job duties as directed.

- Administer all employee benefit programs.
- Performs such other tasks and assumes such other responsibilities as the CSFO and/or Assistant Superintendent may assign.

Additional Job Functions

Perform other duties as assigned.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.