

# **MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT**

## **SECRETARY – BENEFITS**

### **QUALIFICATIONS**

1. High school diploma or equivalent is required.
2. Knowledge of and experience with personal computers and peripherals and various software applications.
3. Prior successful experience in area desirable.
4. Ability to work harmoniously with other employees and respect confidential information.
5. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

### **PRIMARY FUNCTION**

Assists the Business Administrator/Board Secretary and/or Designee in the benefits administration of the district.

### **REPORTS TO**

Business Administrator/Board Secretary and/or Designee

### **TERMS OF EMPLOYMENT**

Twelve month school year. In accordance with the terms of the Collective Bargaining Agreement between the Board of Education and UNITE. Includes responsibility stipend as negotiated.

### **EVALUATION**

In accordance with Board policy and/or procedure on evaluation of secretarial/clerical personnel.

### **PRIMARY/PERFORMANCE RESPONSIBILITIES**

1. Assumes responsibility for the receipt and posting of all payroll agency deposits.
2. Reconciles payroll agency account and prepares monthly reconciliation reporting.
3. Estimates health benefits and dental monthly premiums and prepares purchase orders for payment of health, dental, prescription, and disability insurance premiums.
4. Prepares monthly change summary for each insurance company providing employee benefits – new hires, deletions and changes obtained from Board minutes, in a timely manner.
5. Meets with all new employees and provides instruction for all employee benefits.
6. Verifies the dental activity list and submits the dental report.

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7. Reconciles the health benefits change list, billing transmittal and billing location reports.
8. Provides assistance to all school district employees in major medical discrepancies and acts as a liaison between employees, insurance companies, and insurance broker.
9. Maintains benefit files and insurance database on all current and terminated employees.
10. Receives and distribute prescription eligibility cards.
11. Responsible for monthly COBRA reporting and notification.
12. Processes monthly optical reimbursement claims and distribute employee payments.
13. Maintains and reconciles the Optical Reimbursement bank account and provide monthly reporting.
14. Records employee payments and balances remaining for optical reimbursement.
15. Receives and record monthly reporting from each school of organizations renting all district facilities.
16. Prepares and releases monthly invoicing for facilities rental charges, custodial overtime reimbursement and tuition payments.
17. Receives notification and maintain database of all Worker’s Compensation and Student Accident injuries.
18. Monitors and record all lost time due to “On the Job” injuries.
19. Provides monthly reporting of lost time from “On the Job” injuries to Operations and Maintenance, Subfinder, and Business Administrator.
20. Receives Lost Time reimbursement from Workers Compensation Insurance Company.
21. Processes purchase orders for payment of all General Insurance policies.
22. Maintains annual records of all correspondence for General Insurance company.

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- 23. Monitors and record all liability and property damage claim issues.
- 24. Processes monthly facilities receivables and prepare monthly aging reports for finance meetings.
- 25. Maintains and improves professional competence via workshops, seminars, etc., keeping abreast of new trends in software applications and peripherals.
- 26. Completes and maintains any other reports as requested by the Business Administrator/Board Secretary and or Designee.
- 27. Carries out such other duties as may be assigned by the Business Administrator/Board Secretary and/or designee.

DATE ADOPTED BY BOARD: 9/15/05 (Changed from ISS-Benefits)

AGREED TO BY INCUMBENT: \_\_\_\_\_ DATE: \_\_\_\_\_