

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 3.09**

**Position Title:** Benefits Specialist

**Reports To:** Director of Accounting

**SUMMARY**

The Benefits Specialist accurately manages the District's employee benefits programs in accordance with state and federal laws and District policies and procedures.

**QUALIFICATIONS/REQUIREMENTS**

The Benefits Specialist must possess good organizational and interpersonal skills, be detail attentive, work well under pressure, meet deadlines, maintain confidentiality, and be ethical. The following skills are considered essential to this position:

**Education and/or Experience**

- Shall have earned a high school diploma or its equivalent.
- A minimum of two (2) years experience in payroll, benefits, or human resources involving advanced record keeping (directly related business school or college courses may be substituted for up to six (6) months experience); or
- Any combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the Benefits Specialist.

**Communication Skills**

- Ability to interface with, successfully present information to, and respond to questions from administrators, staff, and others in individual and group settings.
- Ability to explain complicated calculations in meaningful and understandable ways to others unfamiliar with payroll and/or benefit processes.
- Ability to establish and maintain effective working relationships with administrators and co-workers.
- Ability to maintain composure when interacting with others.
- Ability to maintain confidentiality is imperative.

**Knowledge, Skills, and Abilities**

- Thorough knowledge of the Family Medical Leave Act (FMLA).
- Knowledge of standard business practices, methods, and procedures.
- Ability to handle, reconcile, and remit benefit deductions and insurance payments.
- Ability to prepare and maintain data in the District's financial software, School Information Systems Financial Software (SISFin), and on Excel spreadsheets.
- Ability to work independently with minimal supervision.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.
- Ability to work with frequent interruptions, prioritize multiple tasks, work under stress, meet deadlines, and take direction.

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 3.09**  
**Page 2**

- Ability to exercise judgment, solve practical problems, and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to perform the duties of the Benefits Specialist in full compliance with all District requirements, Board policies and regulations, and state and federal laws.

**ESSENTIAL JOB DUTIES**

- Plans and directs implementation of the District's benefits programs including new hire orientation and notification to appropriate third party administrators.
- Assigns appropriate payroll deductions and benefits to employees in the District's financial software system (SISFin).
- Answers employee and third party administrator queries regarding benefits.
- Acts as troubleshooter and liaison between district employees and third party administrators.
- Represents the District at insurance trust meetings.
- Participates in employee relation's functions as they relate to employee benefits.
- Presents and explains benefits programs, and changes thereto, to employees one-on-one, in writing, and in group presentations.
- Coordinates annual District insurance committee meetings.
- Reviews and analyzes existing benefits plans and policies and prevailing practices among similar organizations to help establish competitive benefits programs.
- Serves as initial point-of-contact for employees on extended leave including handling disability claims and ensuring District compliance with the provisions of the Family Medical Leave Act (FMLA).
- Works in concert with the Payroll Department when employees are out due to the FMLA.
- Manages retiree and COBRA insurance including tracking payment receipts, preparing bank deposits and ACH debits, answering questions, and monitoring eligibility.
- Keeps abreast of all legal requirements pertaining to COBRA and FMLA.
- Receives all employee injury reports and processes for Workers' Compensation.
- Handles administration of flexible spending accounts including a separate open enrollment period that requires all employees to respond annually.
- Processes 403b and 457 enrollment, payroll deduction, and coordination with third party administrator.
- Prepares, collects, and compiles statistical and other pertinent data from SISFin and other data sources as requested or needed.

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 3.09**  
**Page 3**

- Maintains accurate and thorough records and files all necessary paperwork.
- Maintains confidentiality at all times.

**OTHER DUTIES AND RESPONSIBILITIES**

The Benefits Specialist may be called to perform other duties as assigned by the Director of Accounting, Chief Financial Officer, Superintendent, or Board of Education.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual(s) currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District Policy.

**EVALUATION**

Performance of the Benefits Specialist will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.