

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

COORDINATOR FISCAL SERVICES INSURANCE & RETIREMENT ACCOUNTING

POSITION: Coordinator Fiscal Services Insurance & Retirement Accounting

REPORTS TO: Assistant Superintendent of Fiscal Services and Human Resources

LOCATION: Department of Fiscal Services

NATURE OF WORK:

This is a skilled professional position with responsibility for the fiduciary oversight of the financial benefit compensation plans offered to employees, including procurement, budgeting, accounting, enrollment, payroll benefit deduction compilation, and overall day-to-day administration of the insurance and retirement plans. This position is responsible for ensuring Internal Revenue Service tax compliance is adhered to by the school district as it pertains to financial benefit compensation offered to employees, including monitoring Federal and State law updates and potential need for procedural and/or negotiated agreement modifications. The individual in this position will be responsible for overseeing all general insurance liability and student accident insurance plans of the school district, under the plan administration of the Maryland Boards of Education and responsible for coordinating and implementing the accurate reporting and compilation of Governmental Accounting Standards Board updates as they pertain to the financial reporting of the benefit compensation plans, such as Other Post Employment Benefits.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules

and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations

- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Provides supervisory oversight to the insurance and benefits accounting functions of the school district
- Coordinates and administers the insurance and cafeteria plans, in compliance with Federal and State insurance mandates and negotiated agreements
- Leads initiatives to improve accountability, internal controls, plan performance, and implementation of best practices
- Interprets employment law, policies, procedures, and negotiated agreements to principals, administrators, supervisors, coordinators, employees, and applicants
- Provides leadership and technical assistance in the business processes as they pertain to benefit compensation
- Oversees the general liability and student accident insurance plans and associated risk management improvements
- Compiles all pertinent healthcare insurance data to meet the requirements of the annual report to employees and retirees and Federal filing of the IRS Form 1095, to include insurance premiums and family member coverage details
- Calculates payment of the Patient-Centered Outcomes Research Trust Fund based on the average number of lives covered under the health insurance policy for plan year, in accordance with the IRS Code sections 4375 and 4376
- Monitors the number of temporary/hourly employees processed on a prorated basis through SMCPs payroll to ensure the health insurance offering is met for Affordable Care Act compliance
- Coordinates procurement of the healthcare insurance contract and leads the healthcare insurance committee through the analysis of the Request for Proposals (RFP) responses for final contract award deemed of greatest overall benefit to SMCPs employees
- Monitors the health insurance vendor contract, associated fees per the awarded contract, and adherence to the healthcare insurance plan document
- Administers and processes new enrollment paperwork, changes, and terminations for health, life, supplemental insurance programs, and Section 125 elections and associated payroll deduction changes
- Educates employees on health and life insurance benefits programs
- Provides financial education, guidance, and assistance to employees, retirees, and eligible dependents when making decisions concerning insurance plan options
- Serves as a liaison between plan participants and insurance providers to include assistance with problem resolution on billings, deductions, claims, and other special needs
- Reviews 403b and 457 plan documents regularly to confirm SMCPs is operating in adherence to the existing legal plan documents and confirm compliance to current IRS regulations to include annual payroll deduction allowances and allowable withdrawal updating the plan document as necessary to reflect changes in law, filing updated plan documents with the IRS
- Coordinates procurement of 403(b) and 457 investment vendor contract, following board policy and regulations, analyzes fee results and net return of investments, and coordinates plan committee to review procurement results for final contract award deemed of greatest overall benefit to SMCPs employees
- Monitors the 403(b) and 457 investment vendor contract, associated fees per the awarded contract, and coordinate annual investment account review
- Coordinates employee financial education and engagement of 403(b) and 457 investment

opportunities, as per vendor contract

- Reconciles payroll deduction reports of 403(b) and 457 benefit elections to monthly plan investment reports to ensure timely and accurate investment deposits by the investment firm
- Coordinates independent financial advisory review of the 403(b) and 457 investment plans
- Implements management and compensation plan accounting, auditing, and documentation best practices
- Analyzes insurance trend reports; maintains statistical and historical data relative to premiums, claims, and costs, staying ahead of resolving emerging complex budgetary issues; advising leadership of potential and emerging problem areas within the management of the insurance policies, including the formulation of recommendations for appropriate school district response, to include the proactive evaluation of the impact on Other Postemployment Benefits (OPEB) reporting
- Provides regular detailed analysis of healthcare costs to budget, including a complex multi-layered reconciliation of health insurance premium employee selection data, employee benefit payroll deductions, healthcare vendor invoice, Maryland State Retirement deduction withholding, general ledger health insurance balance sheet, and income statement accounts
- Oversees the enrollment in and applicable selection and authorization of payroll deductions for long-term-care, income protection, and Section 125 plans
- Ensures that the salary reductions performed and use of the employee reimbursements under the school districts cafeteria plan option to employees are administered in full compliance with Section 125 of the Internal Revenue Service and the Department of Labor's policies and regulations
- Provides regular detailed analysis of flexible spending account costs to budget, including a complex multi-layered reconciliation of flexible spending payroll deductions to vendor reports of contributions, electronic point of service claims reports, manual claims reports, flexible spending account bank statements, and general ledger flexible spending balance sheet and income statement accounts
- Provides regular detailed analysis of employer-provided life insurance account costs to budget, to include an understanding of the differentiation of actual employer contribution cost versus the IRS required reportable compensation, and the related complex life insurance benefit accounting and reconciliation of the general ledger life insurance balance sheet and income statement accounts
- Oversees the preparation and filing of life insurance claims, assists with life insurance assignments, coordinates settlement and payment with the beneficiary
- Facilitates calculation, administration, enrollment, termination, and collection of monies for employees no longer employed with SMCPs opting to continue their health insurance benefit compensation per the regulations set forth by the Department of Labor in the Consolidated Omnibus Budget Reconciliation Act (COBRA)
- Performs fiduciary due diligence in the analysis of vendor-proposed subsequent year health insurance cost projections via a complex set of independent calculations of estimated premium health insurance employer contributions and employee deductions, taking into consideration the requirements of the negotiated agreements, economic impacts on healthcare trends, GASB reporting requirements, industry trends, and SMCPs health insurance policy trends needed to provide for budget forecasting
- Enforces Federal privacy protections for employees and retirees of their personal and individually identifiable health information, in conformance with the Health Insurance Portability and Accountability Act (HIPAA)
- Oversees open enrollment, selection of options, applicable payroll deductions, and financial education of insurance plans
- Identifies, recommends, and implements standard operating procedures and guidelines for important functions for staff to follow as it pertains to the accounting of benefits

compensation to employees and retirees

- Ensures compliance with GASB reporting as it pertains to Other Post Employment Benefits, including overseeing the contract for the bi-annual and annual required valuations, compiling the employee financial data for the valuations, provide thorough financial analysis of the valuation results, maintain knowledge of actuarial statistics of the healthcare and life insurance industry as it pertains to said valuation
- Assumes responsibility for all benefits for eligible employees, including but not limited to medical, dental, vision, life, long-term care, income protection, Section 125 plans, 457(b) and 403(b) programs, and retirement
- Serves as a Retirement Coordinator, fully calculating the exiting finances of the employee, coordinating fiscal aspects of the employees' exit with the Payroll Office, calculating estimated costs to be borne by the system, budgetary impact, compiles and analyzes trend reports
- Supervises the Insurance Specialist and assists in providing the necessary support and training to all aspects of the position
- Develops and provides various technical and statistical data requested by the employee bargaining units to the school system chief negotiator as requested during the negotiation process
- Provides oversight and management of general liability insurance claim reporting, coverage of claim deductibles, and recording/accounting of insurance reimbursements
- Assists in all related aspects of the annual independent audit, health claims audit, and legislative audit, as applicable
- Serves as a back-up to the Procurement and Payroll Offices
- Collaborates frequently with the Department of Human Resources
- Serves as an alternate on the Maryland Association of Boards of Education OPEB Trust
- Serves as an alternate on the Maryland Association of Boards of Education Group Insurance Pool Trust
- Handles inquiries about vesting and rollover of funds for employees who leave the SMCPs or retire
- Serves as a liaison between SMCPs' employees and insurance and retirement plan providers
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's Degree required with a major or concentration in accounting, business administration, finance, or a related field
- Five (5) years experience in benefits, payroll, human resources, budgeting, accounting, or related field

Preferred:

- MBA or CPA
- Maryland Notary Public

TERM OF EMPLOYMENT: Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the SMASA salary schedule for eleven and twelve-month employees – Range C.

BARGAINING UNIT ELIGIBILITY: SMASA

Updated 7.2024, 04.2025