

**SAYREVILLE PUBLIC SCHOOL DISTRICT
Self-Insured Benefit Coordinator – Stipend Position**

QUALIFICATIONS:

1. Two years of experience in accounting related position referred;
2. General knowledge of school accounting practices;
3. Advanced knowledge of excel;
4. Alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

GENERAL FUNCTION:

To review and analyze all functions related to self- insured benefits and provide accurate and up to date information.

REPORTS TO:

School Business Administrator

PERFORMANCE RESPONSIBILITIES:

1. Review all weekly invoices on self-insured plans and process payments.
2. Perform monthly and annual analysis on self-insured plan performance.
3. Review all enrollment changes for self-insured plans and bill for premiums on a monthly basis.
4. Analyze financial data and make recommendations on billing rates annually.
5. Maintain accurate records and create a meaningful and easy to follow billing process.
6. Provide cost analysis on items related to contract negotiations as needed.
7. Assist in the preparation of financial statements related to Self-Insured Benefits.
8. Performs other duties as directed by the Superintendent and School Business Administrator.

TERMS OF EMPLOYMENT:

Twelve months per year.
Salary as determined by The Board of Education.

EVALUATION:

Performance of this position will be evaluated in accordance with the Board of Education's policies and procedures on evaluation of administrative personnel.

DATE OF BOE APPROVAL: