

BEAUFORT COUNTY SCHOOLS JOB DESCRIPTION

Job Title: Insurance Specialist

Qualifications: Graduation from high school or college degree. Knowledge of the Disability Income Plan of NC, unemployment and worker's compensation laws.

Reports to: Chief Financial Officer

Job Goal: To assist and relieve the Executive Director of Finance of paperwork and impediment so that she/he may devote maximum attention to financial and business administration.mm

Duties and Responsibilities

Essential Duties:

- Provide guidance and support to employees applying for Short-Term and Long-Term Disability benefits, ensuring timely and accurate processing of claims.
- Administer unemployment claims, including claim management, documentation, and preparation of annual reporting requirements.
- Coordinate and manage the Workers' Compensation Program by advising employees on claims procedures and serving as the primary liaison between employees, Sedgwick CMS, Inc., Employers Mutual Casualty, and Nurse Case Managers. Prepare and submit required annual reports for audit.
- Maintain compliance with Occupational Safety and Health Administration (OSHA) regulations by preparing and submitting annual OSHA reports and records.
- Process and manage Accounts Payable functions for five schools, ensuring accuracy and timely payment of invoices.
- Oversee and administer all district commercial insurance policies, including renewals, claims coordination, and policy compliance.
- Manage the North Carolina Medicaid Administrative Claiming (MAC) Program, ensuring compliance and accurate reporting.
- Coordinate employee timesheet administration for classified staff, including preparation, distribution, collection, review, and verification of completed timesheets after each payroll period.
- Perform a variety of administrative and clerical duties, including preparing correspondence, reports, requisitions, forms, and other business documents. Serve as relief receptionist and switchboard operator as needed.
- Manage district postage meter contracts and postage accounts for schools and departments. Ensure Central Services meter is equipped with sufficient postage.
- Provide administrative support and perform additional duties as assigned by the Finance Officer to support departmental and organizational objectives.

Physical Requirements:

- Hand and finger dexterity for written communication, computer input and output data.
- Must be able to express and exchange ideas by means of oral/spoken words and written expression.
- Visual acuity to read and analyze all forms of documentation.
- The ability to lift and move items that weigh up to twenty pounds.

Special Requirements:

- Ability to work with minimum direct supervision and meet timelines.
- Ability to handle multiple tasks.
- Must have the ability to develop and maintain an effective working relationship with school personnel, co-workers, supervisors, employees and the general public.