

## JOB DESCRIPTION

### JOB TITLE: **Benefits Technician/Accounting Clerk**

**Job Purpose Statement:** The job of "Benefits Technician/Accounting Clerk" is done for the purpose of providing support to benefits and accounting functions; conveying and updating related information; and ensuring fiscal practices are followed.

#### **Essential Job Functions:**

- \* **Distributes** benefit information and materials for the purpose of disseminating information to appropriate parties and ensuring coverage of employees.
- \* **Assists with informing** staff regarding various procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- \* **Assists with maintaining** records, employee files, benefit forms, computer database and/or accounts for the purpose of providing an up-to-date reference and ensuring availability of accurate information and audit trail for compliance.
- \* **Prepares** written documentation for the purpose of providing written support, accountability and conveying information.
- \* **Assists** with tracking, reconciliation and reporting of benefits-related data for the purpose of compliance with regulations, including the Affordable Care Act, compensation time and the Family Medical Leave Act (FMLA).
- \* **Assists** staff with benefits questions and directs them to resources, including enrollment and orientation.
- \* **Maintains** strict compliance with confidentiality requirements of HIPAA with regard to safeguarding employee and dependent information.
- \* **Maintains** various fiscal information, files and records (vendor, payroll, benefits) for the purpose of providing an up-to-date reference, accurate reporting and audit trail for compliance.
- \* **Documents** receipt of goods ordered in the purchasing process in the financial accounting system as a component of the district's internal controls.
- \* **Maintains** warehouse inventory records in financial accounting system and generates reports as needed for audit.
- \* **Provides general** administrative and financial reporting support to Business Office, including filing, correspondence, purchasing and customer service.
- \* **Processes** payroll information for the purpose of updating information and/or authorizing timely payment.

#### **Other Job Functions:**

- \* **Reconciles** enrollment forms and billings to employees' records for the purpose of ensuring accurate coverage of employees and payment of providers and complying with contract provisions.
- \* **Provides** telephone and visitor support to reception area on a rotating basis for the purpose of ensuring continuity of office services.
- \* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- \* **Attends** meetings/training as requested and/or needed for the purpose of gathering and/or conveying information required to perform job functions.

- \* **Assists** other personnel in the processing of monthly payroll warrants and statements for the purpose of providing written support and/or conveying information.

**Job Requirements - Qualifications:**

- \* **Experience Required:** Job-related experience with increasing levels of responsibility.
- \* **Skills, Knowledge and/or Abilities Required:**

*Skills to:* operate standard office equipment including database, spreadsheet and word processing applications; use computers and accounting applications; maintain accurate and detailed records; apply accounting procedures and practices; and use English in both written and verbal form to communicate effectively with staff, vendors, the public, and local, state, and/or federal agency personnel; perform basic arithmetic calculations and accounting procedures; establish and maintain accurate and detailed records; make judgments based on common sense; plan and manage multiple projects; perform tasks in an environment with distractions and interruptions; use correct spelling, grammar and punctuation; and prepare clear and accurate reports.

*Knowledge of:* basic familiarity with components of salary and benefits; basic accounting practices; problem-solving methodology; and modern office methods; regulations, policies, codes and/or laws related to employee benefit programs; basic budgeting.

*Abilities to:* think logically with attention to detail; maintain strict safeguards of confidentiality with regard to personal information of employees, retirees and dependents; adjust to flexible work assignments; prepare clear and accurate reports; understand and carry out oral and written instructions; interact with persons of different age groups and cultural/educational backgrounds; adhere to safe work practices; adjust to flexible work assignments; work cooperatively with others; perform a variety of tasks/work projects; work under time constraints; read/interpret/apply rules, regulations and policies; make judgments based on common sense; work accurately, with attention to detail and with minimal supervision; plan and manage work projects; meet deadlines and schedules; and perform tasks in an environment with distractions and interruptions.

*Significant physical abilities include* sitting for prolonged periods, reaching/handling/fingering, talking/hearing conversations and other sounds, near/far visual acuity/visual accommodation.

- \* **Education Required:** High school diploma or equivalent with additional training in accounting principals/practices.
- \* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance