# NORTHAMPTON COUNTY SCHOOLS JOB DESCRIPTION

**JOB TITLE: FINANCE TECHNICIAN: BENEFITS SPECIALIST**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs technical bookkeeping and fiscal-clerical work in the Finance Division. Work involves administration and preparation of employee payroll records and related payments and withholdings. Employee is also responsible for maintaining personnel files related to payroll, leave and retirement programs; and answering inquiries pertaining to payroll programs. Reports to the Finance Officer.

# SPECIFIC DUTIES AND RESPONSIBILITIES

**ESSENTIAL JOB FUNCTIONS**

Ensures the accuracy of all benefits enrollments in the HRMS to provide vendors with accurate eligibility information.

Administration and documentation of all salaries, wages, bonuses, deductions and worker’s compensation of all employees.

Manage and accept all incoming payments from benefits vouchers.

Assists with new-hire orientations.

Performs quality checks of benefits-related data.

Receive and verify incoming bills, log into accounting system ensuring proper job costing accounting, and ensure timely payment.

Manage employee reimbursements, review, verity and document.

Assists employees regarding benefits claim issues and plan changes.

Distributes all benefits enrollment materials and determines eligibility.

Enrolls employees with carriers and process life status changes.

Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries.

Processes and administers all leave-of-absence requests and disability paperwork: medical, personal, disability and FMLA.

Effectively interprets FMLA and ADA implications as they relate to leaves of absences/disabilities.

Responds to 401(k) inquiries from managers and employees relating to enrollments, plan changes and contribution amounts. Manages the annual catch-up contribution enrollment.

Assists with the open enrollment process.

Assist Finance Officer with cash flow entries.

Assist the Finance Officer with Budgeting and Forecasting and generate other budget reports as requested.

Provides necessary reports for allocation/billing charges.

Performs other related work as required.

# MINIMUM TRAINING AND EXPERIENCE

Accounting degree or background with a minimum of 3 years of experience is preferred. Graduation from high school is required, supplemented by college-level course work in bookkeeping or accounting, and 1 to 2 years of experience in technical accounting or bookkeeping work, preferably dealing with benefits or any equivalent combination of training and experience that provides the required combination of knowledge, skills and abilities. Experience with preferred accounting system and the MS Office package is necessary. Excellent interpersonal and customer services skills are required.

# MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, check stuffers, check sealers, microfiche machines, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read correspondence, reports, forms, turnaround documents, tax documents, payroll records, etc. Requires the ability to prepare correspondence, reports, checks, turnaround documents, tax reports, etc., using proper format.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English and government accounting terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, including office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

# KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of Federal, State and local laws and School System policies and procedures governing benefits administration.

Considerable knowledge of employee benefits programs.

Considerable knowledge of accounting and office practices, methods and procedures used by the School System.

General knowledge of County organization and operational policies and procedures.

Excellent communication and time management skills and possess a high level of organizational ability.

Skill in preparing and maintaining payroll records, deductions and withholding reports through data processing means.

Ability to use a variety of common office machines, including a computer terminal, calculator and facsimile machine.

Ability to understand and apply laws, regulations and policies to the maintenance of financial records.

 Ability to verify documents and forms for accuracy and completeness.

Ability to prepare monthly reports to reconcile benefits.

Ability to communicate effectively orally and in writing.

Ability to understand and follow written and oral instructions.

Ability to explain benefits and related personnel matters to School System employees.

Ability to exercise independent judgment, discretion and confidentiality in handling confidential personnel records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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| **ACKNOWLEDGEMENTS** |
| The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations |
|  |  |
| *Reviewed by: Employee's Signature* | *Date* |
|  |  |
| *Approval by: Supervisor's Signature* | *Date* |
|  |
| The completed and signed position description shall be maintained at the employee’s work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations. |

# DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.