



# Longview Independent School District

## JOB DESCRIPTION

### COORDINATOR OF EMPLOYEE BENEFITS

<b>JOB TITLE:</b>	Coordinator of Employee Benefits	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Finance	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Business	<b>PAY GRADE:</b>	Clerical/Par 6

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#### PRIMARY PURPOSE:

Facilitate communication regarding Employee Benefits to new and current employees; assist with enrollment, benefits processing; district liaison with all benefits third-party administrators

#### QUALIFICATIONS:

##### Education/Certification:

College coursework in accounting, finance, management, or business preferred

##### Experience:

Three or more years experience in insurance management, payroll or Human Resources

##### Special Knowledge/Skills:

- Strong analytical, organizational, communication and interpersonal skills
- Ability to analyze, calculate, coordinate, and disseminate highly technical information
- Thorough knowledge of federal, state, and local school accounting/payroll procedures
- Ability to manage and coordinate diverse functions through department/campus administrators
- Knowledge in the areas of insurance programs, COBRA, Cafeteria Plans, 403(b) programs
- Effective oral and written communication skills
- Proficient with computers and software packages: Skyward, Microsoft Word, Excel, and ten-key

#### MAJOR RESPONSIBILITIES AND DUTIES:

1. Serve as liaison for and coordinate activities of staff enrollment into employee benefit programs



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

2. Act as employee advocate with plan providers, when necessary
3. Provide educational opportunities relative to benefit options
4. Provide up to date information for Web-site information page and survey of staff opinion
5. Reconcile TRS and Workman's Comp billing on a monthly basis
6. Ensure Audit 403(b) compliance with Federal Regulations; implement and maintain follow-up program
7. Assist with personnel / payroll requirements for end of year close
8. Administer COBRA benefits for district or work with district's third party administrators
9. Reconcile benefits processing with payroll process
10. Develop a procedure manual for benefits processing
11. Maintain a positive and effective relationship with supervisors, peers and district staff
12. Comply with all district routines and regulations
13. Develop needed professional skills appropriate to job assignment
14. Demonstrate behavior that is professional, ethical, and responsible
15. Comply with district policies, as well as state and federal laws and regulations
16. Adhere to the district's safety policies and procedures
17. Maintain confidentiality in the conduct of district business
18. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
19. Demonstrate regular and prompt attendance
20. Other duties as assigned



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### SUPERVISORY RESPONSIBILITIES:

None

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional statewide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

**EVALUATION:** Paraprofessional Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: April, 2013**