# Job Description

# Benefits Accountant I

Reports To: Assistant Superintendent for Human Resources

FLSA Status: Non-Exempt

Department: Human Resources

Prepared by: Human Resources

Date: July 9, 2020

Job Code: 51252

Range: 19

## Preface:

* This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
* There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
* Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

## Primary Duties and Responsibilities:

* Daily benefit reconciliations for health and other benefits;
* Keeps detailed reconciliation documents for health and other benefits;
* Assure ongoing dependent eligibility processes and compliance are in place
* Prepares and reports on financial information for the self-funded health insurance committee
* Works with finance personnel, auditors, and office team on all reconciliations
* Works in benefit and finance data systems to perform needed adjustments and enter benefit and finance information
* Works with self-funded consultants, agents and actuaries on all financials of the self-funded health insurance account operations
* Gains detailed understanding of benefits offered by the district for health insurance and all other benefit offerings
* Prepares or assists in preparation of federal and state reports;
* Creates and utilizes graphs and spreadsheets;
* Prepares financial reports as needed;
* Reviews invoices, ensures proper documentation and coding, and contracts and benefit selections;
* Audits various accounting and financial documents for accuracy and appropriateness;
* Confers with operating staff, vendors, contractors and others regarding invoices and payment status;
* Other related duties as assigned by the supervisor.

## Supervision Received:

Assistant Superintendent for Human Resources

Coordinator of Risk Management and Benefits

## Supervision Exercised:

NA

## Minimum Qualifications & Skills:

* Bachelor’s degree from an accredited four-year college/university in accounting or a bachelor’s degree in business including 21 semester hours of accounting courses in the upper division (junior and senior level).

## Preferred Qualifications & Skills:

* Operate PC, calculator and related machines. Proficient in Microsoft Office Suite or other equivalent product/accounting software

## Physical Demands

* Must be able to work in a typical office setting; use standard office equipment; drive a motor vehicle to visit work sites and attend meetings; read printed material and a computer screen; effectively communicate in person, over the telephone or via email; sit for long periods of time. Typically, moderately quiet office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

## Job Benefits:

* Pension or Investment Plan provided by the Florida Retirement System (FRS)
* Personal and family health care plans available include medical, dental and vision
* Paid vacation, sick leave and optional personal leave
* Generous paid holidays. Holiday calendars for education support staff closely follow the calendars used for education staff