

Job Title: Benefits Technician (Accounting & Compliance)
Department: Human Resources
Reports To: Benefits Coordinator
FLSA Status: Non Exempt
Salary Schedule: SC lane 10



SUMMARY

The Benefits Technician provides technical support and performs audits in the areas of employee benefits and insurance utilization, financing, wellness incentive programs, and time and attendance evaluations. The Technician will be responsible for the accounting management of the various employee benefit plans for self-insured insurance plans. The Technician will assist the Benefits Coordinator with staff training, consultations, and regulatory compliance and budgeting; assisting with ensuring compliance with applicable laws, codes, rules and regulations, including Affordable Care Act (ACA) and Americans with Disabilities Act (ADAAA) compliance. The Technician will maintain benefits records, classifying and verifying accounting data and conducting comprehensive audits, to assist with the analysis of self-funding insurance.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Assists with monthly audits of employer and employee benefit contributions. Identifies inaccurate employer contributions, employee deductions, or missed contributions and deductions due to leave cases utilizing time and attendance reports.

Calculates amount of employees' paycheck deductions for benefits, submits to the Payroll Department, and resolves discrepancies.

Assists with insurance bill reconciliation, COBRA, ineligibility and eligibility reports, health savings accounts, flex spending accounts, health reimbursement accounts, and all other employee benefits plans.

Generates payment checks and disbursement to benefit vendors. Maintains records for auditing purposes.

Contacts vendors to investigate billing discrepancies and provide information in non-routine situations and resolves differences.

Helps maintain and support annual compliance programs for employee benefits including Open Enrollment, Employee Wellness Incentive, insurance contract changes, Medicare Compliance, and Affordable Care Act.

Provides services to employees to resolve problems related to access to or payment of benefits. Processes enrollment forms and changes.

Assists with auditing compliance of insurance plans, wellness incentive, retirement, Family Medical Leave Act, short term and long term disability, and Americans with Disabilities Act.

Identifies opportunities, provides reports, defines problems, and recommends viable solutions with respect to employee benefits.

Organizes interfaces with internal and external sources for developing and maintaining statistical data.

Prepares, submits, and evaluates survey data. Assists in evaluating and comparing existing or proposed benefits with those of competitors and other employers by analyzing other plans, surveys, and other sources of information.

Assists with creating, updating, and/or presenting communication, such as announcements, newsletter articles, meeting materials, administrative procedures, forms, reports, or benefits statements. Assists in preparing materials and presenting benefit plan changes to employees, including self-funding compliance.

Supports Benefits Coordinator with providing information and direction to the District Insurance Committee and the School Insurance Representatives.

Provides assistance to the Benefits Coordinator, as requested, utilizing a broad knowledge of institution human resources policies, practices and procedures, and thorough knowledge of the employee benefits.

Maintains thorough knowledge of government legislation and socioeconomic trends related to employee benefits. Informs Benefit Coordinator of developments and trends that presently or potentially impact areas of responsibility.

Monitors benefits administration to maintain consistency in application, minimize potential liability, and ensuring compliance with federal and state legislation.

Assists with benefit and wellness training to new hire employees and employees newly eligible for insurance benefit plans, retirement, and employee leave in New Hire Orientation classes. Also assists with Tier 2 Utah Retirement Services training, Early Retirement classes, and wellness seminars.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have strong computer skills including spreadsheets and databases. Must have the ability to use Microsoft Office software and the ability to use and manipulate data tables in Microsoft Excel.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money. Ability to calculate figures and amounts such as discounts, interest, commission, proportions, and percentages using a 10-key calculator. Ability to apply fundamental principles and practices of accounting in a public setting.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school and two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, and sit; use fingers and hands to handle; talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Business Administrator		Date: 08/24/2000
Approved By: Executive Director, Human Resources		Date: 08/24/2000
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Business Administrator
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Benefits Coordinator
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:
		Date:
		Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	