

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Benefits Coordinator</b>				
<b>Department:</b>	<b>Payroll</b>				
<b>Reports to:</b>	<b>Controller</b>				
<b>Supervises:</b>	<b>n/a</b>				
<b>Description of job:</b>					
<b>Summary of Responsibilities:</b>					
<p>Overall responsibility for managing the Health, Dental, Life, COBRA, 403(b), Pension and Workers Compensation benefits for a school department with a population of 600 employees and 130 Retirees.</p>					
<b>Essential Functions:</b>					
<ol style="list-style-type: none"> <li>1. Orient all new employees to the system including tax deductions, benefits enrollment, tax sheltered annuities, retirement issues and section 125 Pre-Tax Health Co-pay payroll deductions.</li> <li>2. Methods of collecting and entering data include Web Based applications and traditional paper forms.</li> <li>3. Serve as communication liaison and interface with all employees / retirees within the school department for payroll deduction and benefits related issues.</li> <li>4. Maintain and produce all required ACA data and 1095 data.</li> <li>5. Performs basic accounting month end close functions.</li> <li>6. Process and maintain all 403b deductions and annual limits.</li> <li>7. Prepare quarterly 941 data in excel file after each payroll</li> <li>8. Ensure the processing of all monthly contributions to the state retirement system. Serve as communication and research agent for all retirement issues and questions.</li> <li>9. Maintain UCOA account distributions and allocations for all Health, Dental and Life Insurance rates and employer deductions.</li> <li>10. Ensure Employer Health, Dental and Life Insurance deduction codes are maintain by the payroll department for each employee / retiree / COBRA with the correct employer cost.</li> <li>11. Maintain Health Insurance Buyback Pay Rate information and ensure it is properly encumbered.</li> <li>12. Reconcile monthly Health, Dental, and Life Insurance invoices to the Deduction code information in the Munis Software. Prepare monthly data file for Controller of all benefit expenditures, forward to Controller for import into Munis.</li> <li>13. Reconcile Accounts Receivable employee deduction accounts to monthly Health, Dental, and Life Insurance invoices. Prepare reconciling entries to Accounts Receivable balance sheet accounts.</li> <li>14. Prepare all Health, Dental and Life Insurance information and forms for new hires, terminations, resignations, layoffs, etc. Maintains proper administration of all COBRA deductions and collections.</li> <li>15. Prepare any documents required of annual auditors.</li> <li>16. Performs other tasks as may be required from time to time by the Director of Administrative Services, Controller and / or Human Resources Supervisor.</li> </ol>					
<b>Protective Personal Equipment:</b>		<b>n/a</b>			
<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium: X</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
<b>Classification Key:</b>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					

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<b>Driving Requirements:</b>	None: X	Manual:	Automatic:
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Work Environment			
<b>Floor Surface:</b>	Carpet and/or Tile		
<b>Inside:</b>	100%	<b>Outside:</b>	n/a
<b>Lighting:</b>	Incandescent or Fluorescent		
<b>Vibration:</b>	n/a		

### PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

PUSHING/PULLING						
Maximum push/pull: 35 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting				X	
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing	X				
Reaching – Vertical		X			
Reaching – Horizontal				X	

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Grasping			X		
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

*FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)*

### Qualification Requirements:

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.

### Education and/or Experience:

Bachelor's degree in business or equivalent: or four to six years related experience and/or training; or equivalent combination of education and experience.

#### Accounting Skills:

Ability to understand Account Receivable and Liability balance sheet accounts and expenditure accounts. Ability to reconcile balance sheet accounts to actual costs.

#### Mathematical Skills:

Ability to calculate figures, design and utilize spreadsheet applications, and apply advanced algebraic and geometric concepts.

#### Software Skills:

Prior system administration of payroll / human resource software required, preferably Munis Software. Ability to prepare Excel spreadsheets required.

#### Data Skills:

Prior experience and ability to import and export data files between software programs. Convert text data files to excel data files. Ability to identify duplicate entry of data in multiple software programs. Analytic skills to eliminate data entry duplication by transferring data electronically between software packages.

#### Report Writing Skills:

Prior Report Writing skills required. Use of Crystal Reporting, Cognos or MS Access preferred.

#### Language Skills:

Ability to read, analyze, and interpret general accounting applications, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and communicate with employees and the public.

#### Reasoning Ability:

Ability to define problems, collect data, establish facts, draw valid conclusions and develop and implement recommendations. Ability to interpret an extensive variety of technical instructions in mathematical form and deal with several abstract and concrete variables.

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### License/Certificate/Certification:

n/a

### Technological and/or Technical Skills:

Proficiency in Microsoft Excel, Word and Access

### Communication Skills:

Ability to interface with all levels of personnel and the public in a courteous and efficient manner.

### Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner.

### Interpersonal and Problem solving skills:

Ability to interface with staff and community members in a pleasing manner. Ability to effectively handle complaints and issues utilizing a personable problem solving approach.

### Terms of Employment:

At will

### Evaluation:

Per GCB

Date: 1/2016