

## BENEFITS SPECIALIST

### **QUALIFICATIONS:**

1. High School diploma, supplemented by a two-year college degree and/or relevant employer/ee benefits experience.
2. Minimum 2 year experience in Human Resources/Payroll or Employee Benefits.
3. Advance proficiency in computer software programs and spreadsheet development.

**REPORTS TO:** Business Administrator

### **JOB GOAL/OBJECTIVES:**

Maintenance of employee records. Handles the collection of employee information for reports and ensures data is correctly entered into company database. Must be familiar with District practices and policies. Must be familiar with Affordable Care Act. Must be familiar with State and Federal guidelines pertaining to leaves of absence regulations. Must have strong computer skills including Microsoft Office Word and Excel Spreadsheets. Able to maintain confidentiality and deal with staff and public exercising professionalism and office ethics.

### **PERFORMANCE RESPONSIBILITIES:**

#### Benefits

1. Assist and inform new and current employees in health benefits enrollment and coverage options.
2. Process all enrollments/terminations/changes and waiver for entire district.
3. Conduct annual district wide open enrollment for all benefits.
4. Interface with benefits representatives and/or insurance broker on employee claim and enrollment issues.
5. Audit and prepare monthly benefits invoices for payment; submit to Accounts Payable Specialist.
6. Track and process COBRA enrollments through COBRA administrator, including dependents aging out.
7. Reconcile health benefits payments from employees on COBRA; submit to Accounting Specialist
8. Maintain and update health benefits database to include coverage and payroll deductions.
9. Maintain, prepare, process, and submit accurate records for I.R.S. Affordable Care Act reporting in compliance with Section (ACA) 6055 and all current federal healthcare mandates.

## **JOB DESCRIPTION**

## **BARNEGAT TOWNSHIP SCHOOL DISTRICT**

10. Prepare, update and maintain health benefits buyback spreadsheet and process semi-annual payments to eligible staff members.
11. Maintain Life Insurance policy through monthly invoicing and beneficiary changes.

### **Leaves of Absence**

1. Coordinate and process leaves of absence to include paperwork for FMLA/NJFMLA, NJFLI, private disability as applicable.
2. Synchronize with payroll with respect to paid/unpaid leaves and health benefits payroll deductions.
3. Reconcile health benefits payments from employees on leaves of absence, if applicable; submit to Accounting Specialist.
4. Maintain leave certifications.

### **Flexible Spending Account**

1. Process Qualified Childcare and Unreimbursed Medical Expense FSA enrollments for eligible employees.
2. Maintain data within payroll software systems.
3. Liaison between FSA representative and eligible employees.
4. Conduct annual district wide open enrollment for FSA.

### **Attendance**

1. District administrator for absence management systems.
2. Responsible for maintaining database and interfacing with relevant programs.
3. Update attendance for Central Office and Administrative staff within payroll/ personnel system.
4. Monitor leaves of absence attendance for entire district.
5. Provide support to staff responsible for maintaining district attendance in Personnel and absence management systems.

### **Unemployment Insurance Claims**

1. Act as an agent for Business Administrator to answer all requests from Department of Labor and Workforce Development, wage and separation information.
2. Participate in Unemployment Insurance hearings.
3. Contest and appeal unemployment determinations as necessary.
4. Audit quarterly unemployment report and invoice and prepare for payment; submit to Accounts Payable Specialist.

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### **Payroll**

1. Supports Payroll Specialist as necessary including, but not limited to:
  - a. Insurance waiver input; and prepare vouchers for payment.
  - b. Assist staff with payroll matters/issues.
  - c. Update payroll system with regard to: employee personal and pay status changes.

### **Other**

1. Coordinate with business office staff in preparing, reporting and data reconciliations including, but not limited to budget and negotiations as requested of the Business Administrator.
2. Analyze, prepare and disseminate reports to various departments within the organization as requested.
3. Specialist is required to receive training in support of job reporting requirements.
4. Various assignments as specified by the Business Administrator and Superintendent.

### **TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the Board of Education.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

### **LEGAL REFERENCES:**

<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for all school districts
<u>N.J.S.A.</u> 18A:6-7.1-7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:12	School Ethics Act
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:17-13	Assistant and acting secretaries; appointment, powers and duties
<u>N.J.S.A.</u> 18A:17-14	Clerks in the secretary's office
<u>N.J.S.A.</u> 18A:18A	Public School Contract Law
<u>N.J.S.A.</u> 18A:22	Budget and Appropriations
<u>N.J.S.A.</u> 18A:33	Facilities in general

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## **BARNEGAT TOWNSHIP SCHOOL DISTRICT**

<u>N.J.S.A. 47:1A</u>	Public access to government records
<u>N.J.A.C. 6A:23</u>	Finance and business services
<u>N.J.A.C. 6A:32</u>	District operations