

Benefits Coordinator

QUALIFICATIONS: Associates Degree or equivalent in Human Resources, Public Administration or related field and a minimum 3 years work experience in Public School District is preferred. Excellent computer skills required (Excel, Word, other). Be able to effectively communicate with the public and staff in person, by phone, and email. Ability to take the initiative, work independently and follow both oral and written directions. Demonstrated organizational skills including project management with the ability to accomplish responsibilities with minimal supervision.

REPORTS TO: Assistant Superintendent for Business

TERMS OF EMPLOYMENT: 240 days

SUMMARY: The job of Benefits Coordinator is done for the purposes of ensuring the delivery of human resource services with specific responsibility for assisting with all aspects of employee benefits and benefit information; resolving insurance benefit, retirement, reporting, and reconciliation problems; providing information to new and current employees, providers, and administrators; and ensuring employee proof of coverage and accurate billing.

DUTIES:

- Enters benefit related information into SmartFusion according to established procedures and updates and maintains benefits related information as necessary.
- Respond in a timely manner to all employee's inquiries and complaints to ensure quick, equitable and courteous resolutions.
- Assist in various research requests, including timely responses to audit inquiries; may assist in developing and preparing reports, letters and spreadsheets.
- Conduct benefits orientation and training activities for new hires, substitutes, employee's newly eligible for benefits and open enrollment.
- Maintain professional level of confidentiality in handling employee information.
- Ability to interact cooperatively and in a positive and professional manner with the public, vendors and co-workers.
- Ability to understand district policies, HIPAA laws and ADA regulations.
- Work as a member of the Benefits Section in collaboration with other Human Resources and Payroll functions.
- Administer workers' compensation program.
- Review benefits, deductions and journal entries for accuracy.
- Maintain the district's FMLA and Sick Leave Bank in accordance with established processes.
- Participate in meetings as requested and attend trainings in order to maintain knowledge of current programs and regulations pertaining to benefits administration and retirement.
- Perform other related tasks as assigned by the Assistant Superintendent for Business and Superintendent.

CAPABILITIES:

- Work effectively with and respond to diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Follow all District policies, work procedures, and reasonable requests by the proper authorities.
- As an employee of Saluda County School District One, I am to adhere to confidentiality as directed by Federal, State and Local Laws/Regulations; and in accordance with district administrative rules as it pertains to sensitive information, employee information and student information. Failure to adhere to confidentiality may result in disciplinary actions, up to and including termination of employment.

WORKING CONDITIONS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:
 - Use strength to lift items needed to perform the functions of the job. Sit, stand and walk for required periods of time.
 - Speak and hear.
 - Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
 - Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
 - Reach with hands and arms and use hands and fingers to handle objects and operate tools, technology equipment, computers, and/or controls.

EVALUATION: Classified Employee Evaluations will be used as directed by the administration.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Saluda County School District reserves the right to update, revise or change this job description and related duties at any time without prior notice.