



## City of St. Charles School District

# BOOKKEEPER EMPLOYEE BENEFITS

Reports to:	Coordinator of Accounting
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	246 days, which shall include 8 paid holidays according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and conducted in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

### **JOB SUMMARY:**

Under general supervision, establishes effective accounting procedures and administers all benefits programs as determined by either district or federal/state law: insurance -- group life, health, dental, accident, disability; employee assistance program; retirement programs; investments and leaves-of-absence. Processes group insurance forms, explains benefits, assists employees in settling claims with carriers, works with carriers and consultants to provide quality service to employees. Enrolls new employees, conducts orientations to explain benefits to employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Additional duties may be assigned*

- Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisor.
- Maintains regular attendance.
- Administers various employee benefit programs (group insurance, life, medical, dental, accident and disability insurance, pensions, investments).
- Coordinates personnel procedures to initiate benefits, medical and option forms and/or affidavits; arranges for their completion and submission within time limits.
- Implements new benefit programs; arranges and conducts employee information presentations and enrollments.
- Prepares and types a variety of insurance forms and reports.
- Replies to inquiries and composes correspondence dealing with insurance matters.
- Provides information and assistance to employees concerning all benefit areas.
- Calculates and verifies the monthly premium statements for all group insurance policies and maintains statistical data relative to premiums, claims, and costs.
- Resolves administrative problems with the carrier representatives.
- Enrolls new employees.

- Administers the personnel function of the savings and investment plans in coordination with the Business Office.
- Inputs and maintains insurance data in Pentamation.
- Processes and maintains Tax-sheltered Annuities accounts.
- Initiates commencement of retirement benefits, maintains retirement plan history, data, correspondence, reports and forms, Invoices, Insurance payments.
- Prepares all reports dealing with health and benefits.
- Prepares contribution reports for forwarding to the Business Office.
- Attends/Completes District PD and training.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Possesses excellent planning and organizational skills consistent with the duties of this position.
- Must possess initiative, flexibility and be cooperative.
- Possesses oral and written communication skills consistent with the duties of this position.
- Possesses interpersonal relationship skills consistent with the duties of this position.
- Maintains confidentiality, unquestionable integrity.
- Ability to understand and carry out complex oral and written instructions.
- Can prioritize multiple tasks, work under stress with frequent interruptions, meet deadlines and take direction.
- Ability to establish and maintain efficient filing system.
- Establishes and maintains effective working relationships with administrators and co-workers.
- Ability to perform duties in full compliance with all district requirements and Board of Education policies.
- Working knowledge of insurance practices and procedures.
- Excellent accounting and bookkeeping skills.
- Must demonstrate competence with spreadsheets and databases; including setup, maintenance and importing data.
- Skill in verifying fiscal data and making basic mathematical calculations relating to insurance programs.
- Requires tact, discretion, self-expression and a working knowledge of benefits and policies.
- Ability to work with a minimum of supervision.
- Familiarity with preparation of local, state and federal reports.

**EDUCATION AND EXPERIENCE:**

- High school diploma plus additional courses related to benefits administration (Accounting/ Bookkeeping).
- Two (2) to four (4) years in benefits or related clerical and/or administrative duties.
- Working knowledge of spreadsheet preparation and working with a database must be able to import information from a database into a spreadsheet.

**OTHER SKILLS AND ABILITIES:**

- Skill in oral and written communication that is consistent with the duties of this position.
- Ability to learn new computer programs as software is updated.

**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 sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms; the employee may occasionally push or lift up to 50 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**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. The noise level in the work environment is quiet to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Bookkeeper Employee Benefits  
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