

Solanco School District

Position Title: Benefit Coordinator/Business Office Assistant

Site: District Office

Classifications: F/T 12 months

Reports to Immediate Supervisor: Business Manager

Responsible to: Business Manager

Definition/General Description of Duties: Under the supervision of the Business Manager and Assistant Business Manager, the employee serves as a clerical assistant. The employee performs the following:

- Coordinate employee healthcare enrollment for active and retired employees
- Coordinate employee healthcare enrollment/termination between school district and third-party administrator
- Review and coordinate employee dental and vision reimbursements
- Assist with employee benefit activities
- Assist with submission of federal healthcare reports
- Maintain current staff payroll spreadsheets
- Assist with accounts payable and purchasing
- Assist with receptionist desk coverage
- Assist with budget preparation
- Other responsibilities as assigned

This position interacts with vendors, staff and the general public, and must present a customer friendly and positive district image.

Essential Duties and Responsibilities:

1. Greet and respond to all staff, vendors, business office visitors and callers in a friendly, helpful manner.
2. Coordinate employee healthcare enrollment, changes and termination
3. Assist employees with healthcare third party administrator communications and concerns
4. Coordinate and manage employee wellness program clinics
5. Coordinate and reconcile employee healthcare benefit premiums with payroll
6. Perform audit/review of employee/dependent healthcare eligibility
7. Reconcile employee HSA contributions with payroll and healthcare enrollment
8. Process employee dental and vision reimbursements
9. Maintain payroll spreadsheets with current payroll information.
10. Assist with various accounting / payroll functions including reconciliation, audit preparation, invoice review, and financial reporting.
11. Respond to vendor, staff, community, agency or other inquiries.
12. Maintain confidentiality of sensitive information.
13. Perform assigned clerical tasks such as filing, preparing forms, assembling, distributing materials, and preparing written communications.
14. Other duties assigned by the business manager or assistant business manager.

Qualifications:

Knowledge of:

- Operation of PC, current software applications including Microsoft Office products and internet
- Correct English usage, spelling, grammar and punctuation

- Standard office procedures and equipment including printers, copiers and scanners
- Basic bookkeeping practices
- Knowledge of district healthcare plan and employee benefits

Ability to:

- Handle a variety of telephone calls and office visitors with tact, diplomacy, discretion, and courtesy
- Understand and follow written and oral instructions
- Complete tasks with little supervision
- Investigate and employ problem-solving skills
- Maintain cooperative working relationships with those contacted during the workday
- Provide neat and appropriate appearance
- Maintain an organized work area with ability to locate and access documents when required
- Work in a limited area for extended periods of time
- Work efficiently and effectively during busy conditions
- Maintain professionalism in response to unpleasant or irate members of the public or staff
- Operate computer and other office equipment
- Perform financial reconciliation, create spreadsheets, and prepare letters and other communications
- Work on numerous tasks/projects at the same time
- Work overtime during start of school year and other busy times as requested

Training/Experience/License Requirements:

- Acceptable Act 34 Police Compliance
- Acceptable PA Child Abuse History Clearance
- Acceptable FBI Fingerprint Clearance
- High school diploma with emphasis in business related courses and curriculum
- Minimum two years' business office experience
- Minimum two years' experience working with the general public
- Evidence of good written and verbal communication skills
- Evidence of interpersonal skills

Physical/Sensory/Cognitive/Work Environment:

Physical Demands:	Sitting 70%, walking/standing 30% Ability to reach above and below the waist Ability to use fingers to pick, feel and grasp objects Some stooping, bending and twisting of the body Ability to lift and/or carry supplies weighing up to 50 lbs. or more Ability to sit for extended periods of the workday Ability to move fingers and hands for keyboarding
Sensory Abilities:	Visual and Auditory acuity Visual acuity to read correspondence and computer screens Auditory acuity to be able to deal effectively with people
Cognitive Ability:	Ability to communicate effectively Ability to exercise good judgment Ability to follow written and verbal directions Ability to work as a member of a team Ability to be cooperative, congenial, and service oriented Ability to work in an environment with frequent interruptions and limited supervision
Work Environment:	Normal office environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions of this position. The above description covers the most significant essential functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which, would be in conformity with the major purpose of this job.

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