

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Benefits Coordinator **DEPARTMENT:** Finance & Operations  
Payroll Office

**REPORTS TO:** Payroll Supervisor

**POSITION SUMMARY:** The Benefits Coordinator is responsible for coordinating all aspects of employee benefits and benefits information; resolving insurance benefits, reporting and reconciliation problems; providing information to new and current employees, providers and/or administrators; and ensuring employee proof of coverage and accurate vendor payments. This position requires knowledge of District Regulations and Procedures, the ability to assume responsibility and work effectively and independently under pressure and maintain confidentiality

### **ESSENTIAL FUNCTIONS:**

- Administers employee benefits and workers' compensation programs in compliance with carrier contracts (e.g. enrolling new employees, benefits and retirement presentations, organizing benefits fairs, mediating benefit eligibility and reconciliation of vendor payment issues, open enrollment, filing documents relating to workers' compensation claims, return to work, etc.) for the purpose of providing maximum coverage to employees within contract specifications.
- Assists staff, beneficiaries and/or insurance providers for the purpose of verifying eligibility, conveying information and processing of claims.
- Prepares, processes, and distributes a variety of written documents (e.g. email, memoranda, open enrollment documents/packets, fringe benefit packages, COBRA, and retirement forms) appropriately for the purpose of providing documentation, conveying information, supporting negotiations, and making operational decisions.
- Reconciles complex enrollment and vendor payments to employee record database (e.g. COBRA, disability, health and welfare, etc.) for the purpose of ensuring accurate eligibility and balancing vendor payment information.
- Gains expertise and shares findings in the area of health care reform and tracking of employee work hours for the purpose of compliance and reporting requirements.
- Maintains current knowledge of health care legislation and health care reform by attending various seminars, conferences, and meetings.
- Researches legislation, RCWs and WACs to ensure compliance as related to employee federal and state benefit requirements.
- Supports the Payroll Office for the purpose of providing back-up and peak-period assistance to the department.
- Provides information to and works with the Human Resources Department to support negotiations with and to deliver orientation information to all labor organizations involved with District employees.
- Interacts constructively with other administrators and staff.
- Attends staff and other professional meetings as may be assigned or necessary
- Possesses the ability to work extended shifts when needed to meet deadlines; such requests are reviewed semi-annually
- Utilizes various data base applications, create reports and surveys using multiple software applications, and coordinate projects using technology, leading an effort to maximize their use by training other support staff.
- Creates, incorporates, and maintains existing files, in hard copy and electronically; obtains appropriate supporting documentation to assist in the timely preparation and filing of documents and reports; and retains records in accordance with the appropriate records retention timelines.
- Coordinates and organizes ongoing projects and tasks in order to assure smooth project completion, timely deliverance of project, and implementation of results.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participates in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**EDUCATION:** Bachelor’s degree required. Qualifying experience may substitute for the educational requirement.

**EXPERIENCE:** Three (3) years of related experience in a large and complex organization. Previous experience using Skyward is preferred. Further, the individual will possess the:

- Ability to perform basic math, including calculations using fractions, percentages, and/or ratios.
- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously.
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner.
- Ability to research, analyze and interpret data, rules and regulations, codes, statutes, and laws.
- Ability to exercise independent decision making abilities and make decisions within parameters established with his/her supervisor, organize and manage multiple time sensitive tasks, and support resolution of difficult and/or delicate issues.
- Ability to focus on details to ensure data integrity in benefits information.
- Flexibility is required to work with others in a variety of circumstances.
- Ability to work extended shifts when necessary.

**REQUIRED TESTING:** None Specified

**CERTIFICATES AND LICENSES:** Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is required to be effective in the position and to maintain certifications, including ongoing training regarding the application of District, state, and federal regulations.

**REQUIRED TESTING:** Pre-employment Proficiency Test

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Unrepresented

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date