

CLASS TITLE: ACCOUNTING ANALYST - BENEFITS

BASIC FUNCTION:

Under the direction of the assigned supervisor, performs employee benefit duties requiring detailed knowledge of employee benefits and benefit plan rules. Develops, coordinates, implements, and oversees all processes and procedures that pertain to employee benefits that include, but are not limited to, group health, other forms of group insurance, cafeteria plans, 403b and 457 plans. Reconciles various funds such as Miscellaneous Cash, Student Activity, and Revolving Fund. Performs General Ledger reconciliations and reports as assigned.

ESSENTIAL DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification. It is intended to accurately reflect the principal job elements.

Coordinates and participates in the day-to-day administration of the benefit program elements. Ensures that employees are properly oriented, questions are answered, documents are processed on a timely basis, bills are processed, and required reports are completed.

Develops and presents District positions for use in collective bargaining and other employer/employee relations especially regarding benefits programs as an element of total compensation.

Coordinates and participates in the processing of enrollment, claims, and other benefits documentation. Collects and enters employee information onto the appropriate databases.

Receives and reviews documentation on new employees. Verifies information and eligibility for benefits and retirement.

Provides regular communications about the benefits programs through written communications and department memos.

Serves as a primary resource for benefits questions.

Assists in solving problems with coverage.

Researches, interprets, and applies rules/guidelines of State and Federal laws as appropriate.

Processes and monitors COBRA and other required procedures for eligible subscribers.

Processes and monitors Section 125 flexible spending plan program, other voluntary insurance plans, and 403(b) and 457 retirement plans.

Maintains statistical and other records of benefit plan activity.

Serves and/or acts as a liaison to a variety of external agencies and third party providers.

Responds to requests for information using discretion and judgment when discussing confidential and/or sensitive information. Assists with efficient employee record storage and maintains confidentially sensitive materials.

Assists with employee retirement process and maintains/monitors, adjusts, and processes payments relating to retiree benefits.

Reconciles invoices from service providers against payroll and enrollment/change forms, and makes necessary adjustments.

Verifies and processes necessary payroll deductions for benefits and related items.

Prepares invoices for district leases, COBRA participants, early retirees, and requests from other departments. Processes payments for invoices.

Performs technical accounting duties related to assigned accounting areas.

Maintains and reconciles accounts such as Miscellaneous Cash, Student Activity, and Revolving Fund.

Provides assistance during audits and to auditors as assigned.

Operates a variety of office equipment including a calculator, copier, fax machine, scanner, and a computer and assigned software.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, and terminology used in financial record-keeping.

Modern office practices, procedures, and equipment.

Operation of a computer terminal.

Record-keeping techniques.

Techniques of utilizing related accounting clerical software.

Laws, rules, and regulations related to assigned activities.

Written communication and organizational skills.

Interpersonal skills using tact, patience, and courtesy.

Telephone techniques and etiquette.

Basic math.

Word, Excel, Quickbooks.

ABILITY TO:

Perform clerical accounting duties in the maintenance of assigned accounts.

Add, subtract, multiply, and divide quickly and accurately.
Maintain accurate financial and statistical records and prepare reports from clearly indicated sources.
Process and record accounting transactions accurately.
Compare numbers and detect errors efficiently.
Understand and follow oral and written instructions.
Type and input data at an acceptable rate of speed.
Meet schedules and time lines.
Maintain confidentiality.
Work cooperatively with others.
Communicate effectively both orally and in writing.
Operate a variety of office equipment including a computer and assigned software.
Interpret, apply, and explain applicable laws, codes, rules, and regulations.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to; an AA degree and three (3) years of experience in Human Resources, Benefits, or related field.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment subject to frequent interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling, or crouching to retrieve and file materials.

TERMS OF

EMPLOYMENT:

Twelve month year. Salary and work year to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Agreement between Sunnyvale School District and Sunnyvale Classified and Certificated Association for Management Personnel (SCCAMP).