

Job Title: DR58 ACCOUNTING CLERK – INSURANCE
Reports to: Comptroller
Dept/School: Accounting Department
Wage/Hour Status: Non-exempt
Date Revised: 5/30/2007

Primary Purpose

Coordinate all Payroll Employee Insurance Deduction Records, both voluntary and non-voluntary. Input data in the Skyward Employee Profile for deductions of dependents on health insurance, deductions for voluntary insurances, submit information to First Financial and to reconcile all insurance vendor statements with district deduction records and maintain reconciled insurance records for the district.

QUALIFICATIONS

Education/Certification

High School Diploma
Minimum of 35-40 WPM keyboarding

Special Knowledge/Skills

Knowledge of the District insurance programs and applicable laws
Able to interpret and disseminate information to individuals and groups
Effective communication and interpersonal skills
Proficient in keyboarding and file maintenance
Proficient in Microsoft Word and Excel required
Proficient in creating spreadsheets and letters
At least one course in basic accounting principles required (high school or college level)

Experience

Two years of payroll and/or claims administration experience preferred

MAJOR RESPONSIBILITIES AND DUTIES

1. Calculate, maintain, update, and post employee payroll deductions associated with employee benefits programs, such as, group health insurance, dental, vision, etc., in a timely manner and prior to deadlines.
2. Process all employee benefits enrollment and change forms received from the Risk Management Department within the time limit required by law and/or the District.
3. When requested by Comptroller or CFO, assist in the preparation of materials for unemployment Telephonic hearings.
4. When requested by Comptroller or CFO, assist with the annual insurance open enrollment process, including receiving and processing of related changes in employee deduction enrollment form.
5. Maintain statistical data relative to premiums and district costs for insurance(s) and prepare monthly reports as requested by Comptroller and/or CFO.
6. Reconcile monthly vendor statements with district deduct screens and maintain balanced insurance records.

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- 7. Attend Health Insurance Committee meetings, as directed by the CFO, in order to stay current on all insurance decisions and changes in premiums.

OTHER

- 8. Perform other duties as assigned by supervisor or CFO.
- 9. Maintain confidentiality of information as required by District and HIPAA laws

Supervisory Duties

None

EQUIPMENT USED

Personal computer, calculator, printer, copier, fax machine, and possibly a typewriter.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.



The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: Dr. JoAnne Ruark-Ackermann Date: 5/30/07
Chief Financial Officer

Approved by: Dr. Patricia McNamara Date: 5/30/07
Executive Director Human Resources