



<b>Job Title:</b>	Benefits/Billing Coordinator	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Assistant Superintendent Human Resource Services	<b>Pay Grade:</b>	Paraprofessional Pay Group 5
<b>Dept. /School:</b>	Human Resources	<b>Date Revised:</b>	03/28/2018

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**Primary Purpose:**

Coordinate the employee benefits program for the district, including billing. Maintain records and provide assistance to employees to ensure effective use of benefits.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of administration of employee benefits programs/workers' compensation and applicable laws

Ability to interpret and disseminate insurance and benefits information to individuals and groups.

Effective communication and interpersonal skills

Proficiency in typing, keyboarding, and file maintenance

Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Strong detail, organization, communication, and interpersonal skills

**Experience:**

Three years experience in benefits administration, insurance administration, or other related field preferred

**Major Responsibilities and Duties:**

**Benefits and Billing Administration**

1. Administer employee benefit programs such as group health insurance, dental, life, and medical reimbursement.
2. Handle employee benefit inquiries and complaints to ensure quick, equitable, and courteous resolution. Act as liaison between employees and insurance carrier's claims office and resolve administrative problems with insurance carrier representatives.
3. Process employee benefit enrollment and change forms within required time limits to meet payroll deadlines.
4. Provide timely notice to employees under the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA) and Health Insurance Portability and Accountability Act (HIPAA)

including issuing certificates of coverage for all medical plans for all terminated employees and dependents.

5. Coordinate the conducting of benefits orientation meetings and enrollment of new employees in benefit plans.
6. Coordinate annual open enrollment process, including making group presentations and preparing, distributing, and receiving materials and forms.
7. Input deductions/benefits in Skyward.
8. Provide back up to Business office for new hires and changes made.
9. Assist accounting with support documentation for monthly reconciliation of insurance billing and payments as needed.

### **Records, Reports, and Correspondence**

10. Maintain physical and computerized benefits related records related to premiums and cost and assist with required data entry and preparation of reports.
11. Maintain and distribute insurance forms and supplies to campuses and other district buildings.
12. Prepare correspondence and forms. Compile, maintain, and file all reports, records, and other documents as required including workers' compensation records and confidential medical certifications.
13. Review and respond to Attorney General Medical Support notices in the required time frame.
14. Maintain a roster of all substitutes enrolled in major medical, receive payments, and correspond with substitutes when payments are due.
15. Notify substitutes when coverage must be terminated.
16. Correspond with employees regarding the neutral absence control policy in DEC (LOCAL) toward resolution.
17. Provide notice and documentation to Assistant Superintendent of HR when employees have exhausted all leave per DEC (LOCAL).

### **Other**

18. Maintain confidentiality of information.
19. Other duties as assigned.

### **Supervisory Responsibilities:**

None

### **Equipment Used:**

Copier, calculator, personal computer, typewriter, printer, fax machine, and shredder.

### **Working Conditions:**

### **Mental Demands/Physical Demands/Environmental Factors:**

Work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

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