



Title:	Benefits Specialist
Reports to:	Human Resources Director
Terms of Employment:	12 months
Salary:	Pay Grade 56-63

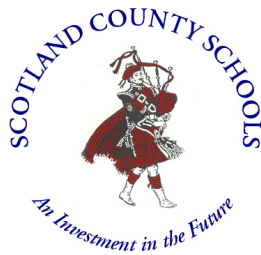
Qualifications:

- Associate's Degree preferred
- Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities

Supervises: None

Essential Job Functions:

1. Enters data for employee benefit deductions including health and term life during open enrollment and for all new employees
2. Makes changes to dependent health coverage as requested by employee (i.e., birth of a child, death, child reaches certain age)
3. Maintains employee records for benefit deductions
4. Prepares invoices to schools as necessary for funds due for payroll
5. Processes checks received from schools from invoices generated for payroll
6. Completes annual Employment Security Commission reconciliation
7. Completes annual Medicaid administration cost report
8. Performs other duties and responsibilities as assigned by supervisor



Finance Department Physical and Cognitive Requirements

The major physical and cognitive requirements listed below are applicable to the Benefits **Specialist – Insurance/Retirement/Worker’s Comp** job classification within the Human Resources Department of Scotland County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment