



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Accounting Analyst - Benefits
SCHOOL/DEPARTMENT	Finance
SALARY	Salary Grade 65 plus supplement
FLSA STATUS	Non-exempt
REPORTS TO	Assistant Finance Officer
SUPERVISES	None
WORK WEEK SCHEDULE	Monday - Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Accounting Analyst for Benefits, under general supervision, performs moderately complex technical accounting and fiscal-clerical work maintaining records of school system transactions. The Accounting Analyst for Benefits has the ability to utilize a complex chart of accounts and recognize appropriateness of account codes throughout all phases of various work assignments. Additionally, the Accounting Analyst for Benefits has the ability to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Work involves maintaining complete and systematic records of financial transactions as well as requiring the use of current technology for establishing and maintaining records, creating and maintaining data bases, spreadsheets and mail merge documents. In addition to reporting to the Assistant Finance Officer, the Accounting Analyst for Benefits will work closely with the Human Resources and Payroll teams to ensure legal compliance with ACA requirements.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of the Affordable Care Act requirements and reporting expectations

- Working knowledge of the Affordable Care Act laws and legislation (such as measurement period and annual reporting requirements)
- Comprehensive knowledge of procedures for payroll deductions pertaining to the state health plan, dental, vision, life and other insurance benefits
- Comprehensive knowledge of auditing procedures for financial records
- Comprehensive knowledge accounting principles
- Comprehensive knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions
- Comprehensive knowledge of state, local and school system fiscal regulations, policies and procedures.
- Comprehensive knowledge of current technology and office practices, methods and procedures used by OCS
- Comprehensive understanding of all functions of Financial Services
- Comprehensive knowledge of Microsoft Excel, spreadsheet creation and development and other Microsoft Office products that support accounting and communication applications
- Ability to perform multiple technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions
- Ability to support multiple departments and 13 schools with questions pertaining to insurance and benefit deductions

EDUCATION, TRAINING, AND EXPERIENCE

- High School diploma with concentration in business practices, accounting, and/or mathematics
- Two (2) or more years of Benefits experience in a school/government setting
- Extensive experience working with Microsoft Excel spreadsheets and Microsoft Office environment
- Any equivalent combination of training and experience that provides the required combination of knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Associate's Degree or higher from an accredited institution in Accounting, Business Practices, technical accounting/finance work involving computer spreadsheet applications and analysis or other related area

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain confidentiality.
2. Analyze and reconcile employee payroll deductions for state health plan, dental, vision, life and other benefits to provide invoices
3. Develop and maintain accurate method of reconciliation for monthly insurance bills with payroll deductions and process those deductions in a timely manner

4. Audit and reconcile employee summer escrow insurance deduction balances and process corrections/refunds as necessary
5. Prepare employment verifications in a timely manner
6. Act as district administrator for Property Insurance; process claims and monitor and keep records of claims
7. Act as district administrator for Liability Insurance; analyze claims to determine extent of district's liability; collaborate with insurance agents and interview claimants to correct errors, rectify omissions and investigate questionable issues; monitor and keep records of claims
8. Act as district administrator for Student Insurance; originate and assist in offer of annual insurance; process coverage policies with insurance company for Board approval; train site contacts regarding how to process on site claims; monitor and keep record of claims for students, parents and/or visitors
9. Act as district administrator for Auto Insurance; process claims; monitor and keep records of claims
10. Serve as Workers' Compensation administrator; review and process claims within the school district's multiple sites; work with Human Resources Benefits Specialist as necessary
11. Provide support for the Affordable Care Act processes
 - a. Create and review reports: create regular review periods, develop reporting consistent with the mandates of the ACA and other comparable health care legislation to determine compliance and/or risk
 - b. Track and monitor full-time/part-time status and hours worked
 - c. Measure hours worked and look back periods
 - d. Work closely with Human Resources Benefits Specialist to ensure accuracy of data for insurance offerings
12. Perform other duties as assigned by the Assistant Finance Officer

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*