

Killeen Independent School District Job Description

Job Title: Benefits Technician
Department: Employee Benefits
Reports To: Coordinator for Employee Benefits
FLSA Status: Non-exempt

SUMMARY

To input and maintain benefit payroll deductions of all employees of the Killeen Independent School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Performs the initial input of benefit deductions into the automated payroll system for every new employee hired by the District.

Updates the payroll screens to reflect corrections or changes in benefits.

Consults with employees concerning allowable "qualifying event" changes within IRS Section 125 Cafeteria Plan rules.

Coordinates District transactions with Tax saver Plan, the third party administrator for cafeteria plans, and reconciles District accounting differences with Tax saver Plan reports.

Coordinates District benefit accounting with the Region 10 accounting system, including reconciliation of accounting differences.

Prepares individual monthly billings for retiree medical and dental benefits, receives payments, prepares accounting list for all retiree transactions, including manual maintenance of individual permanent records, and prepares monthly provider billing for remittance of retiree premiums.

Prepares monthly provider billing for COBRA participants and reconciles premium statement from CompLink.

Reconciles monthly statement and submits payment to TRS for long term care benefits.

Posts all 403(b) investment contributions to employee payroll accounts, reconciles company billings provided by 403(b) administrator, and authorizes payment to investment companies.

Reviews and updates all printed employee benefit information prior to open enrollment.

Performs other duties as may be assigned by the Coordinator for Employee Benefits.

SUPERVISORY RESPONSIBILITIES None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Associates Degree and one year experience in a related field; or High School Diploma or GED and three years experience in a related field.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write business correspondence. Ability to effectively present information and respond to questions from employees or visitors to the school district.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Prepared By: John Paradice, Auxiliary Personnel Specialist

Prepared Date: January 15, 2002

Revised By: John Paradice, Personnel Services Manager

Revised Date: April 2, 2007

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