

## **Killeen Independent School District Job Description**

**Job Title:** Employee Benefits Specialist  
**Reports To:** Coordinator for Risk Management and Employee Benefits  
**FLSA Status:** Exempt

### **SUMMARY**

Inputs and maintains all aspects of the benefit payroll deductions for all eligible Killeen Independent School District employees.

**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.

Accomplishes new hire benefits orientations to include making group presentations and preparing, distributing, and receiving benefits material and enrollment forms.

Matches District transactions with the third party administrator (TPA) for cafeteria plans, and resolves District accounting differences with TPA reports.

Confers with employees who are in a family medical leave or medical leave of absence status regarding continuance of benefits.

Coordinates District benefit accounting with Pro-logic, including reconciliation of accounting differences.

Provides timely notice to employees under the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA) and Health Insurance Portability and Accountability Act (HIPAA).

Manages the district benefit programs for retirees and COBRA/HIPAA participants.

Prepares monthly provider billing for COBRA participants and reconciles premium statements.

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.

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.

Coordinates the annual open enrollment process, including making group presentations, preparing, distributing, and receiving benefits material and enrollment forms.

Reconciles benefit liabilities to the general ledger.

Maintains confidentiality of information.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **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.

### **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.

### **MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

**Revised Date:** October 30, 2018

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.