

Forrest City School District

**JOB DESCRIPTION**

**JOB TITLE: ADMINISTRATIVE SECRETARY/EMPLOYEE BENEFITS OFFICER**

**JOB DESCRIPTION:**

This employee is responsible for developing, maintaining, and updating employee benefits for computer input with minimal supervision and direction.

**Duties of this position include but are not limited to:**

- Developing and streamlining employee benefit processes and procedures.
- Overseeing the maintenance of employee benefits records through on-line data terminal/work station computer input.
- Coordinating training of district office and school based personnel in the understanding and utilization of employee benefits information.
- Developing procedures and forms whereby district and school-based personnel can add to, delete from, or update the employee benefits master file.
- Planning, organizing and directing the activities related to group health, group life, dental, vision, flexible fringe benefits and student athletic insurance programs.
- Maintaining and monitoring student athletic insurance program/policies including the renewals, bids, claim problems, network development and insurance education for athletic directors and parents of students.
- Reviewing deduction/contribution reports for each payroll.
- Reviewing and assuring compliance with Federal and Arkansas Statutes as it effects employee benefits.
- Preparing monthly and quarterly reports for Arkansas Teacher Retirement and Arkansas Public Employee Retirement Systems
- Coordinating work flow and procedures between Employee Benefits and other departments.
- Acting as liaison between Employee Benefits and other departments and schools.
- Developing and maintaining a system of procedures to administer the employee fringe benefits program.
- Coordinating the acquisition of medical, dental, vision insurance coverage and flexible fringe benefit programs.
- Acting as a liaison between all health plan representatives and employee benefits.
- Preparing and developing communication and educational materials regarding the benefits package for all the insured employees.
- Overseeing the reconciliation of health plan monthly eligibility reports.
- Overseeing the reconciliation of premium reports from medical and flexible plan companies.
- Prepare and process Family Medical Leave request for all eligible employees.

- Handle employee benefit and workers' compensation inquiries and complaints to ensure quick, equitable, and courteous resolution.
- Performing other duties as assigned.

**REQUIRED QUALIFICATIONS:**

- Minimum of three years experience in employee benefits procedures.
- Ability to maintain effective working relationships.
- Thorough knowledge of office practices and employee benefit procedures.
- Minimum of three years of data processing experience.
- Experience in operating a data terminal/work station.
- Confidentiality

**DESIRED QUALIFICATIONS:**

- Associate's degree.
- APSCN experience
- Microsoft Excel experience