



Job Title: **Insurance Coordinator**

Department: **Accounting**

Supervisor: **Director of Accounting**

Lane Placement: **ESP Lane 17**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Accounting, Auditing and Budgeting the Insurance Coordinator will be responsible for the administration of employee benefits for the Canyons School District. Responsible for the management, training and supervision of all Insurance Department staff, on all functions relating to the District's Group Health plans. Manages and coordinates all insurance related payroll deductions and premium payments with the Payroll, and Accounts Payable. As needed, provides special guidance and assistance to all classes of employees on various employee benefit plans. Surveys industry and/or community to determine the District's competitive position in employee benefits. Develops, recommends, and installs approved, new, or modified plans and employee benefit policies, and supervises administration of existing plans. Develops cost control procedures to assure maximum coverage at the least possible cost to company and employee.

ESSENTIAL FUNCTIONS

- Administers employee benefit programs such as retirement plans, medical, dental, flex spending, disability and life insurance.
- Develops company cost information for new plans and makes recommendations to management concerning sharing of cost between employer and employee.
- Determines employee premium deductions and district insurance benefit amounts.
- Responsible for assuring that insurance premium deductions are set correctly in the payroll management system, and that said deductions occur accurately.
- Conducts the annual open enrollment. Prepares announcement materials, booklets and other information communicating all plans to employees.
- Assures that existing and new benefit programs are adaptable to standardized computer and reporting systems.
- Handles benefit inquiries and complaints to ensure quick, equitable, courteous resolution. Maintains contact in person, and by phone or mail, with hospitals, physicians, insurance companies, employees, and beneficiaries to facilitate proper and complete utilization of benefits for all employees.
- Handle all liability insurance for buildings, vehicles and equipment.
- Complete other duties as assigned.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- BS/BA in Human Resources, Business, Finance or related field.
- Four years experience with benefits administration.
- Must exhibit outstanding communication skills as well as good attention to detail.
- Interpersonal skills using tact, patience, and courtesy.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/8/2020