



Job Title: **District Administrative Assistant – Retirement /Insurance Specialist**
 Department: **Insurance**
 Supervisor: **Director of Accounting /Insurance Coordinator**
 Lane Placement: **ESP Lane 7**
 Schedule: **8 hr/ 242 days** Evaluation Group: **JCES 11**
 FLSA Classification: **Non-exempt**

JOB DESCRIPTION

Under the supervision of the Director of Accounting, Auditing and Budgeting and the Insurance Coordinator the Retirement/Insurance Specialist will be assigned tasks to carry out the retirement and insurance functions for the District. The selected individual will have duties dealing with both the insurance and retirement of employees with Canyons School District. In addition other duties will be required which are listed below.

ESSENTIAL FUNCTIONS

- Input/update insurance information into the system for all classes of employees; teachers, administrator's, classified.
- Assist in answering employee questions related to health, dental, disability insurance and retirement.
- Assist in preparing open enrollment materials and organizing benefit fairs.
- Must have strong Excel spreadsheet skills (Vlookup, formulas, etc.).
- Expected to obtain a working knowledge concerning all benefit plans.
- Maintain payroll records and tracking sheets.
- Audit and balance payroll files dealing with insurance premiums.
- Reconcile Insurance Carrier invoices.
- Maintain billing records.
- URS – semi-monthly reporting.
- Meet with employees about retirement.
- Coordinate retirement seminars.
- 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

- Must have Skyward experience preferably in the Human Resource module.
- Requires High School diploma, GED, or equivalent.
- Two years job specific experience.
- Must have excellent data entry skills, including 10-key number pad.
- Requires excellent interpersonal and communication skills. Includes ability to communicate both orally and verbally.
- Requires demonstrated ability to organize and prioritize in order to manage workload.
- Requires a thorough knowledge of District policies and procedures.

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:

- Requires ability to lift a minimum of ten (10) pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- 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