



Job Title: **District Administrative Assistant/Insurance Lead**

Department: **Accounting**

Supervisor: **Director/Associate Director of Accounting**

Lane Placement: **ESP Lane 7**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 11**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director and the Associate Director of Accounting, Auditing and Budgeting and the Insurance Lead Administrative Assistant will be assigned tasks to carry out for the District. Incumbent maintains records for Insurance operations and transactions within the school system and within the District Departments. Incumbent receives, organizes, verifies, interprets, audits, records, codes, examines, calculates, and prepares data for accurate administration. Incumbent responds to questions from employees, vendors, and administrators.

ESSENTIAL FUNCTIONS

- Responsible for providing excellent customer service to district staff, schools, and the Canyons School District patrons.
- Replies in a timely manner to phone, written and in-person requests for information.
- Performs varied clerical tasks.
- Requires demonstrated ability to organize and prioritize in order to manage workload.
- Acts as an information resource for the department.
- Maintains confidential information both written and oral.
- Enters and maintains data on the computer system.
- Prioritize, prepare and enter data into the computer daily.
- Completes 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.

Lead Employee Responsibilities

- Functions as the Lead Employee to the Insurance Coordinator.
- Work to obtain and maintain a proficiency in all departmental functions and compliance requirements.
- Monitors the workload of the insurance team and recommends workload adjustments when necessary.
- Assist the Insurance Coordinator with departmental training needs.
- Render assistance to colleagues as needed to accomplish departmental goals.

Insurance Department

- Answer phone and email inquiries concerning the District Health Insurance.
- Reconcile payroll deductions for health insurance premiums.
- Assist with all aspects of the annual health insurance open enrollment.
- Audit enrollment files for correctness and completeness.
- Process insurance related forms for governmental compliance.

- Process insurance carrier forms (claims, enrollment, and evidence of insurability).
- Reconcile enrollment data and update employee demographic information with our carriers.
- Respond to participant complaints and concerns.
- Act as liaison between employees and our insurance carriers.
- Deposit & track employee premium payments.
- Scan and index all insurance paperwork.
- Maintain confidential participant insurance files.
- Basic understanding of health, dental and life insurance strongly preferred.
- Assist with governmental compliance and reporting.
- Requires a flexible schedule during Open Enrollment (October – November) to manage the temporary increased work load, and call volume.

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.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires one complete year of training in basic accounting and general office skills and procedures.
- Requires one year job related work experience with demonstrated competence.
- Requires high proficiency on a 10-key machine and verified typing skill of 50 wpm.
- Requires good working knowledge of relevant Federal, State, and District policies and procedures.
- Requires an in-depth understanding of the computerized District accounting system.
- Must have excellent data entry and computer skills including Excel, Word and Power Point
- Requires good interpersonal skills. Consults with and assists all District personnel involved with the accounting system.
- Requires ability to maintain a performance record of high accuracy.
- Requires ability to read and interpret computer printouts.
- Requires ability to compose and structure correspondence with correct grammar, punctuation and spelling.
- Requires ability to properly handle confidential information.
- Requires ability to meet numerous deadlines.

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:*

- Must endure many interruptions.
- Will experience pressure and stress to meet deadlines.

- 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