**JOB DESCRIPTION FOR: Benefits Specialist**

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REPORTS TO: Director of Finance

QUALIFICATIONS: As established by the Board of Education

GENERAL RESPONSIBILITIES:

To maintain efficient and accurate financial records of the Elizabethtown Independent Schools

DUTIES:

1. Counsels with employees and employee representatives regarding benefits and retirements, both certified and classified.
2. Coordinates implementation of the retirement benefit compensation programs including preparation, processing and maintenance of appropriate applications, reports and records.
3. Distributes employee benefits information and assists employee and applicants with processing enrollments and forms for all benefits.
4. Coordinates workers’ compensation claims and medical leaves as it pertains to loss of benefits
5. Coordinates FMLA and other medical leaves and returns to work with the Payroll Specialist, Director of Finance, and the Director of Personnel.
6. Stays abreast of statutes, regulations, rules and district policies in addition to coverage pertaining to employee benefits; maintains employee information.
7. Completes processing of cafeteria plan applications for employee benefits.
8. Maintains, updates and audits vacation leave, annual leave and sick leave records.
9. Serves as support and backup for the Payroll Specialist.
10. Coordinates and processes all employees’ new hire paperwork.
11. Maintains Munis employee master file records, accrual records, and deduction code records.

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**JOB DESCRIPTION FOR: Benefits Specialist (Continued)**

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1. Performs other duties as assigned by the Director of Finance.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION *May 18, 2015*

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