



<b>Title:</b>	Employees Benefits Specialist
<b>Reports to:</b>	Finance Officer
<b>Terms of Employment:</b>	12 month
<b>Salary:</b>	State Salary Schedule

**Qualifications:**

- Minimum of two years of accounting from a college or university Bachelor degree preferred.
- Three to five years of work experience with Blue Cross Blue Shield State Health Plan preferred.
- Three to five years of work experience in a related area of accounting or finance.

**Supervises:** None

**Essential Job Functions:**

1. Perform various tasks related to Employee Benefits including explanation of plan options, enrollment, and termination of employee benefits
2. Communicate with employees regarding annual enrollment, rate increases, benefit changes and termination information
3. Attend State Health Plan meetings, participate in webinars and review State Health Plan emails and updates regarding plan changes
4. Determine eligibility for each employee enrolling in State Health Plan on a noncontributory or contributory basis
5. Processes short and long term disability paperwork for employees and coordinate with other payroll analysts
6. Manage changes to employee coverage including premium calculations and deduction information
7. Balance statements and remit payment for all insurance companies
8. Work with members of payroll and human resources departments to comply with Affordable Care Act regulations

**Physical and Cognitive Requirements**

The major physical and cognitive requirements listed below are applicable to the **Employees Benefits Specialist** job classification within the Finance Department of Harnett County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form

- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment