



Dublin City Schools

Employment Application

Openings as of 7/11/2022

Fiscal Specialist - Benefits

JobID: 3250

Position Type:

Secretarial/Clerical - Classified Positions/Fiscal Specialist

0

[Email To A Friend](#)

[Print Version](#)

Date Posted:

7/8/2022

Location:

Central Administration Office

TITLE: Fiscal Specialist - Benefits
JOB STATUS: FLSA Overtime Eligible
REPORTS TO: Treasurer or his/her designee
DEPARTMENT: Treasurer

POSITION SUMMARY: To contribute to a collaborative fiscal team which provides efficient, effective, and customer service oriented business operations of the school district through the mastery of specific performance responsibilities and ability to aid in other areas if needed.

JOB QUALIFICATIONS:

- An associate degree in accounting/business is preferred, but a high school education with training and experience in essential elements of fiscal operations will be considered.
- At least two years of experience in processing benefits working with computerized school systems - Explain My Benefits, USPS-R and SCView preferred.
- Ability to master the responsibilities of a specific subcategory of fiscal specialist performance responsibilities with the willingness and aptitude to perform other responsibilities as needed.
- Demonstrated experience and proficiency in using electronic spreadsheets, word processing, and data base applications.
- Carries out all assignments in a professional manner and maintains a high standard of due professional care in all work performed.
- Strong customer service skills able to resolve issues in a professional manner with a positive attitude.
- Strong interpersonal and written/oral communication skills.
- The ability to work cooperatively with others and to take instruction.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

ESSENTIAL DUTIES:

BENEFITS

- Maintains confidential payroll files on all employees in the district.

- Processes forms from employees on all payroll related withholdings, fringe benefits, and makes related changes in both USPS-R and Explain My Benefits computer systems on a timely basis.
 - Coordinates all certified staff retirements working with staff beginning with their notice of upcoming retirement through severance pay off.
 - Coordinates COBRA notification and payments received for employees who no longer are employed by the district.
 - Provides information as needed regarding employment verification forms, separation of employment requests, etc.
 - Handles information inquiries from district employees regarding a wide variety of payroll and benefit related areas.
-
- Works with other Fiscal Specialists to process payments for fringe benefits.
 - Works with Human Resources on new hire onboarding, leaves, resignations and retirements
 - Maintain accurate Health Savings Account (HSA) employee changes throughout the year
 - Attends Insurance Committee meetings
 - Assists all new hires with benefits selection; updates Payroll to reflect new hire benefit selections and start dates
 - Annual Open Enrollment planning and testing in conjunction with insurance broker and benefits software developer
 - Ensures that all employees have completed Benefits Open Enrollment in a timely manner
 - Preparation and loading of all Explain My Benefits calendar year enrollment benefit selection information into Payroll system after calendar year end and prior to first pay of the following calendar year
 - Calculation and loading into Payroll of January stipend
 - Prepares monthly billings for health insurance for employees on leaves of absence. Receives self-paid insurance payments and forwards payment and posting information to Accounting
 - Performs periodic audits of the payroll system to ensure accuracy of the employee benefit withholdings
 - Salary Reduction Agreement maintenance
 - Accurately update employee payroll records to reflect all benefit election additions, modifications and cancellations in a timely manner
 - Thoroughly review payroll pay reports prior to each payroll date to ensure accuracy of all processed information
 - Produce payroll balancing report at month end to ensure that Accounting and Payroll are in balance
 - Works with Assistant Treasurer to ensure that all third party benefit payments and related information are calculated and processed in a timely manner
 - Works with administration and other staff to develop and/or update current policies, procedures, and internal control systems for all benefit functions performed in the Treasurer's Office (including form development and revisions).
 - Assists in training district personnel in payroll department policies, procedures, new computerized payroll enhancements for and accurate and efficient district payroll function.
 - Maintain change of address/name/phone numbers and dependent information on Benefits system
 - Provides information as needed regarding employment verification forms, separation of employment requests, etc.
 - Work with Payroll on maternity leave matters related to benefits
 - Assists in gathering and retrieval of data as well as preparing reports for employee negotiations, cost studies, and other needs as assigned by the Treasurer or Treasurer's designee.
 - Establishes and maintains cooperative professional relationships.
 - Remains free of any alcohol or nonprescription controlled substance and abuse of any prescribed controlled substance in the workplace throughout employment in the district.

- Exhibits professional behavior, emotional stability, and sound judgment.
- Maintains confidentiality and respect for confidential information at all times.
- Other duties as assigned by the Treasurer or his/her designee.

TERMS OF EMPLOYMENT: 261 Days (251 Days; 10 paid holidays); 8 hours per day excluding lunch.

Salary as provided by negotiated agreement.

Work year to be established by the Board.

SALARY: \$31.67 - \$33.29/HR.

The qualifications listed above are intended to represent the education, experience, skill and ability levels typically needed to successfully perform the essential duties contained in this job description. The qualifications should not be viewed as individual absolute standards, but considered holistically with other position-related criteria.

The Dublin City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by applicant tracking, a product of Frontline Education.