Accounts Receivable and Employee Benefits Coordinator

Primary Function

To manage the accounts receivables and employee benefits and insurance section of the Department of Finance and Operations.

Organizational Relationships

Reports to the Business Manager and receives direction from the Controller.

QUALIFICATIONS

- Graduation from high school.
- Demonstrated skill in establishing and maintaining effective public and co-worker relationships.
- The ability to use office technology effectively and efficiently.
- The ability to make computations with speed and accuracy.

Performance Responsibilities

1. Coordinate insurance programs with insurance broker and third party administrators for Section 125 plan, Cobra, and others. Oversee annual benefit election process.
2. Verify insurance invoices and maintain employee insurance rosters.
3. Administer the retiree insurance program including tracking and billing.
4. Prepare and process all invoices for student fees.
5. Process and maintain all accounts receivables.
6. Prepare bank deposits and verify receipts.
7. Prepare invoices for parent organizations, Foundation.
8. Process all adjusting journal entries.
9. Review monthly financial and investment reports.
10. Review monthly all outstanding checks, reconciliation of bank statements and wire transfers.
11. Maintain records for all accident reports and coordinate the filing of claims with property/liability and workers compensation insurance carriers.
12. Perform other related duties as assigned by the Business Manager.

Terms of Employment

260 work days. Salary and work year established by the Board of Education.

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service personnel.