

EMPLOYEE BENEFITS SUPERVISOR

REPORTS TO: Administrative Director of Finance and Purchasing

GENERAL RESPONSIBILITIES:

- Assists the Administrative Director of Finance in the direction and supervision of Employee Benefit Programs for the school system and directly supervises the work of personnel in the Employee Benefits Department.
- The incumbent insures development of appropriate employee communication programs.

PERFORMANCE RESPONSIBILITIES:

- Assists in the development and implementation of employee benefit programs.
- Assists in the development and implementation of employee benefit communications and education programs.
- Provides daily supervision of the Employee Benefits Department.
- Coordinates employee benefits operations with other departments such as Payroll, Personnel, Data Processing, etc.
- Consults with and advises employees individually and in groups relative to insurance, retirement, and other employee benefits.
- Oversees preparation of group insurance and retirement reports.
- Oversees preparation and distribution of employee benefit statements.

QUALIFICATIONS: Graduate of an accredited college or university. Able to communicate and develop effective working relationship with others. One year of successful experience in benefit administration, payroll/accounting functions or similar activities.