

**CHANDLER UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASSIFICATION:** OFFICE  
**TITLE:** BENEFITS ASSISTANT  
**CALENDAR:** BENEFITS ASSISTANT  
**SALARY:** GRADE 12

**Job Goal** Perform a variety of benefits related tasks including, but not limited to, deductions and clerical associated with initial, continuation and termination of insurance coverage for all employees

**Minimum Qualifications:**

- High school diploma or equivalent
- Two to three years of relevant, progressively responsible clerical accounting, payroll and customer service experience in related fields
- Ability to type accurately at an acceptable rate of speed and operate standard office equipment including a computer
- Ability to work with computerized systems
- Proficient in standard office software programs including Microsoft Outlook, Word and Excel
- Good computational skills
- Knowledge of and skill in reading, interpreting, understanding and applying relevant Federal, state and county rules and regulations and CUSD policies and procedures
- Adheres to all policies, procedures, regulations and rules

**Core Job Functions:**

- Attend benefits meetings and assist employees with information related to benefits, choices and enrollment as needed
- Provides guidance and assistance to employees during open enrollment period
- Add employees benefits elections using paper enrollments to database
- Move employee enrollment elections made using Employee Online to database
- Calculate, reviews, verifies and set up employee benefit deductions
- Update and maintains employee benefit changes in system, due to new hire or qualifying changes
- Add employee and dependent information into vendor databases as needed
- Process employee leave of absence paperwork
- Request bank account set up for employees enrolling in a health savings account for the first time
- Receive weekly notification of health savings bank account set up and updates database
- Collect, reviews and submits necessary paperwork to vendors as required for new enrollees, changes and terminations
- Notify vendors of changes in coverage as necessary
- Audit benefits deductions bi-weekly after payroll processing
- Research benefits related issues including, but not limited to, insurance coverage chosen and deduction amounts
- Assist in processing billings and reconciling accounts for insurance
- Compose and prepares correspondence and other written communication as necessary
- Maintain a variety of files and records pertaining to benefits
- Process vendor checks bi-weekly
- Make bank deposits as needed
- Prepare a variety of reports and statements
- Perform related work as required
- Perform all duties in a safe and prudent manner as directed

### **Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accepting direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

### **Physical Requirements – Office**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.