



Benefits & Accounting Assistant

Job Description			
Position:	Benefits & Accounting Assistant	Date Created:	12/2/2024
Department:	Administration	Job Type:	Full-Time, 12
Reports To:	Chief Financial Officer	FLSA Category:	Non-exempt
Placement Schedule: Placement Schedule 3A, Paygrade 36			

POSITION SUMMARY:

Under the general supervision of the Chief Financial Officer, the Benefits & Accounting Assistant performs a variety of duties including administering the Haven's group benefits plans, providing new and current employees with information and application materials for the various benefits offerings, and other benefits-related tasks. This role also supports accounting and finance staff with related tasks such as purchasing, asset tracking, and other similar accounting functions.

KEY RESPONSIBILITIES:

- Explains the Haven's benefits program and procedures to applicants and new and current employees and acts as an ongoing source for benefits information including any changes to plans/offerings.
- Assists the Employee Benefits Group with scheduling employee orientations and informational meetings.
- Assists accounting and finance staff in such areas as new employee orientation, mandated legal changes, job fairs, etc.
- Assists Payroll Manager with data entry related to benefits, retirement, and other HR Data needed to ensure all employee actions are completed efficiently and timely.
- Oversees unemployment, Family Medical Leave, Workers' Compensation, life, and disability claims.
- Ensures proper implementation of ACA and ACA compliance.
- Confirms that all insurance billings are appropriately reconciled, balanced, and they are paid promptly.
- Terminates coverage within the appropriate time frame to avoid overpayments.
- Maintains benefit files and ensures materials are filed promptly and in the appropriate format.
- Maintains summer deduction program for 10 month employees.
- Ensures compliance with the Florida Retirement System guidelines to include entering new hires in the system, assisting current employees in elections, assisting employees to enter the DROP program, and proper submission of agency employees and payment each month.
- Maintains employee benefit information in payroll system, HRIS, and benefit tracking system.
- Prepares monthly payroll liability reconciliation between general ledger and billings.
- Assists Budget and Finance Officer with capital asset tracking, including but not limited to data entry into accounting software.
- Assists Accounting and Finance staff in preparation of payment of general fund purchases, monthly and annual procedures, including, but not limited to monthly financial statements and annual audit preparation.
- Performs other duties as assigned.



Benefits & Accounting Assistant

QUALIFICATIONS:

- High School Diploma or GED (required).
- Previous experience in a benefits, accounting, or bookkeeping role preferred.
- General knowledge of Federal Law and Florida Law pertaining to business services, school funding, benefits administration, and financial services.
- Strong organizational and time management skills.
- Meticulous attention to detail to ensure data is entered accurately.
- Ability to multi-task when necessary.
- Great oral and written communication skills.
- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).
- Knowledge of state and federal laws that apply to the duties of this position.
- Must be able to analyze information and make recommendations to management as needed.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 20 pounds.

WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school/office environment.
- Must be able to tolerate frequent interruptions from administrators, staff members, and others.

TRAVEL REQUIREMENTS:

- Occasional travel to various school, district, state, and/or community events may be required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____