

Maywood-Melrose Park-Broadview School District 89

Administrative Assistant for Benefits/Transportation

THIS JOB DESCRIPTION IS A GUIDELINE AND IS NOT INCLUSIVE OF ALL DUTIES AND RESPONSIBILITIES

Qualifications:	<ul style="list-style-type: none">• High School Diploma and 2 years of college;• Minimum 2 years secretarial experience with knowledge in benefit programs;• Demonstrate skills in Microsoft Office Suite, including Word and Excel with experience in use of office equipment not limited to computers, photocopiers and fax machines; knowledge and experience using Quicken.• Such alternatives as the Board of Education may find appropriate and acceptable.
Reports To:	Business Manager
Location:	Administrative Building
Terms of Employment:	12 month position – Salary, benefits, and hours per SEIU Contract
Job Goal:	Under supervision and in accordance with HIPPA regulations, to administer to all phases of the District's Health and Benefit Programs, and to coordinate all aspects of the District's transportation program.
Duties and Responsibilities:	<ul style="list-style-type: none">• Explains, enrolls and maintains automated and manual records of all employees Health, Dental, Life Insurance plans, long-term disability plans, choices, allocations, usage and other relevant data;• Processes all insurance payments and other benefit payments;• Handles insurance problems with carriers;• Coordinates and administers to the district-wide annual open enrollment;• Assists with the District's COBRA eligibility and enrollment;• Answers questions from providers, employees and their dependents in accordance with HIPPA regulations;• Explains benefit options during new employee orientation;• Enrolls/terminates employees in IMRF via the internet;• Evaluates monthly statement of employees from Blue Cross/BlueShield Health, Dental, Vision, and Assurant Disability for accuracy;• Keeps apprised of new statutes or changes regarding FMLA, COBRA, IMRF, and Health Benefits;• When required, answers questionnaire from Centers for Medicare and Medicaid Services regarding all employees on the data match web-site;• Processes Health Care verification of employees for Illinois Department of Human Services;• Updates employee information on the BC/BS web-site;• Facilitates in all audits;• Types, e-mails, edits, distributes and files all communication as needed;• Preserves the confidentiality of all employees and their families;• Works in partnership with other departments to complete tasks relevant to the operations essential to service our students, faculty and staff;• Maintains retiree health program and regularly balances accounts.• Coordinate and update State Disposal Record Retention

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- Maintain and order supplies for postage meter.
- Balance student activity account.
- Mail annual notice to retirees regarding Medicare.
- Mail annual notice of enrollment regarding Flex benefits.
- Process TRS payments via Internet bi-monthly.
- Process and distribute payroll liability checks via Township.
- Inputs data for all benefits into TTO, maintains current rates, Board paid amounts, and accurate charging to General Ledger accounts.
- Maintains federal grant calculations for TRS payments.
- Coordinates all aspects of the student transportation program, including regular and special education transportation, field trips, and activity buses.
- Serves as a Notary Public for the District.
- Performs such other duties and assumes such other responsibilities as may be assigned by the Business Manager.

Essential Functions:

- Ability to work independently and multi-task in an unsupervised environment;
- Ability to speak and write in a clear and concise manner;
- Ability to comprehend and disseminate leave, retirement and health benefits data/resources;
- Ability to organize and maintain an acceptable filing system;
- Ability to meet daily attendance requirements.

Evaluation:

- Performance of this position will be evaluated by the Business Manager in accordance with the Board's Policy on "Evaluation of Educational Support Personnel" and the "Service Employees International Union" (SEIU) Contract.