



Alvin Independent School District—Job Description

Job Title: Insurance Assistant – Benefits Deduction

Wage/Hour Status: Non-Exempt

Reports to: Executive Director of Risk Management

Pay Grade: Adm. Support PG6/225 days

Dept./School: Administration

Date Revised: March 2026

Primary Purpose:

The Benefit and Deduction specialist acts as the technical expert related to all insurance payroll deductions and electronic files between software systems. This position reviews submitted information, makes updates and corrections, and responds to inquiries from internal customers. This includes responsibility for the overall operation of the payroll processes and successful completion and administration of the semi-monthly payrolls.

Qualifications:

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Proficient skills in Microsoft Word, Microsoft Excel, Google Sheets and Google Docs

Advanced skills with finance/payroll software and insurance enrollment software

Technology /File transfer experience

Effective communication and interpersonal skills

Proficient bookkeeping skills required

Experience:

Two years clerical / payroll experience / insurance and employee benefits experience

Major Responsibilities and Duties:

1. Perform varied computer tasks in the preparation of correspondence, forms, reports, etc., for the department or to others as designated.
2. Answer phone calls and email from employees and insurance companies related to employees Benefits and insurance.
3. Responsible for monthly payroll processing including but not limited to: Precalc, creating spreadsheets, processing retro benefit deductions, confirming payroll cycle, and verifying payroll changes to new, current and terminated employees.
4. Determine annual payroll timelines and set up pay and time entry calendars for appropriate locations.
5. Responsible for staying abreast of changes and updating payroll, time and labor, deduction and benefit rate tables as necessary. This position will create new deduction codes and category codes.



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6. Assist with family status changes in the payroll and enrollment systems.
7. Manage benefits in the finance system. Review benefit plan rules, premium update, plan changes, work processes, calculation changes and so forth for all employees.
8. Update benefit enrollment/changes to finance system and reenrollment system. Audit reports to ensure accuracy. Input enrollment/change data in a timely manner to coincide with transmittal to vendors and district payroll.
9. Meet deadlines with severe time constraints, prepare information requests by the Assistant Superintendent Human Resources, meet deadline restrictions.
10. Act as liaison between district employees and the insurance carriers.
11. Oversee all communication with insurance providers including billing, checking accuracy, coding and payment.
12. Keep abreast of any changes that would affect employee benefits and make corresponding recommendations.
13. Paying invoices/bills to insurance companies.
14. Respond to phone/mail inquiries from employees, service providers, and insurance carriers efficiently and in time.
15. The employee is expected to adhere to district employee/department/campus handbooks, board policies, AISD procedures, the Texas Educator's Code of Ethics and all applicable laws.
16. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, scanner, copier, and audio-visual equipment

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Reading; ability to communicate effectively (verbal); maintain emotional control under stress. Readily adapt to a variety of circumstances. Frequent standing; stooping; bending; kneeling; pushing and pulling; regular heavy lifting (45 lbs. or more). Biological exposure to bacterial and communicable diseases.



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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above

Printed Name

Signature

Date