

Red Wing Public Schools Position Description

Reconciliation and Benefits Coordinator

General Information

Department:	District Administration and Support
Unit:	Non-Classified
Immediate Supervisor:	Director of Finance
Grade Placement:	13
FLSA Status:	Non-Exempt

Position Summary

The **Reconciliation and Benefits Coordinator** manages the daily administration of the district's employee and retiree benefits. This role serves as a key liaison between the finance and human resources departments, ensuring accurate billing reconciliation, benefit enrollments, and compliance with all relevant regulations.

Essential Duties and Responsibilities

Financial Coordination

- Reconcile all district billings, including benefits, vendor invoices, and other accounts payable.
- Assist the Finance Department with monthly, quarterly, and year-end preparations, including UFARS/SEDRA reconciliation, bank statement reconciliation, and audit preparations.
- Prepare negotiation costing models and OPEB data requests as needed.
- Collaborate with the payroll department to ensure accurate and timely processing of invoices and payments.

Benefits Administration

- Assist with management of district-wide benefit plans, including health, dental, vision, life, LTD, flexible spending, VEBA, and Wellness Incentives, to ensure timely and accurate enrollments, changes, and terminations.
- Serve as a primary resource for district employees and retirees, addressing questions and resolving issues related to their benefits.
- Assist with the annual open enrollment process, including communicating with employees, conducting informational meetings, and processing all changes.
- Assist with employee leave of absences (LOA), meeting with staff to explain eligibility, calculate benefits, and communicate with the HR and payroll teams.
- Process new employee benefit enrollments and provide benefit information during new employee orientation sessions.
- Administer COBRA benefits, ensuring timely notification to eligible participants.
- Maintain all benefit files and computerized records in accordance with state and federal data practices.
- Serve on the Insurance Committee, coordinating meetings, invitations, and agendas, as well as recording minutes.

Other Duties

- Provide backup reception support for the district office when needed.
- Other duties as assigned by the Director of Finance and Operations and the HR Manager

Required Education, Training, and Work Experience

Required Education / Training:	High school diploma or GED; 2 year degree preferred in HR or accounting or related work experience.
Required Work Experience:	Minimum of 3 years HR, Benefits, Accounts Payable or related experience; experience in school district setting preferred
Licenses / Certifications:	Certified Employee Benefit Specialist (CEBS), Certified Benefits Professional (CBP), PRH or SPRH certification preferred

Essential Knowledge Required to Perform the Essential Functions of the Position

- Must be self-motivated, collaborative, a team player but also have the ability to work independently
- Strong oral and written communication skills.
- Must be able to and have experience maintaining confidentiality and time-sensitive materials.
- Strong sense for customer service; able to communicate in a positive and responsive way that is consistently welcoming and enhances effective work relationships.
- Ability to communicate complex items to employees, retirees, and other contacts.
- Ability to listen well and provide support to employees and retirees as needed.
- Portray a positive image of the district.
- Must be able to work under numerous deadlines and in stressful situations.
- Excellent computer skills including Microsoft Office (Excel, Word, Outlook, PowerPoint), Google Drive, and HRIS
- Strong analytical, mathematical and problem solving skills.
- Experience in employment law and benefit regulations; FMLA, Unemployment Insurance, ADA, FLSA, EEO, ACA and other general employment laws.
- Demonstrated ability to troubleshoot complex problems, solicit feedback, and make recommendations.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Sedentary Work: Exerting up to 25 pounds occasionally and/or negligible amount of force to lift, carry, push, pull or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands arms			X	
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are performed in a typical school district office setting where there are minimal environmental hazards and risks associated with the performance of assigned duties and tasks.

Classification History and Approval

Created: August 2025, Rated 9.25.2025 by Bjorklund

Revised: