

TRUMBULL PUBLIC SCHOOLS, JOB DESCRIPTION

TITLE: Insurance Coordinator, Calendar Year Position, TASS Union, Wage Grade V
(40 hours per week)

Basic Function of Insurance Coordinator: Under the direction of the Payroll & Insurance Supervisor, performs a variety of accounting and complex administrative duties related to the processing of the Board of Education insurance programs, including medical, dental, prescription, vision, life, long and short-term disability insurance, and retirement; while assisting employees, retirees, and insurance carriers. This role will require integrating the health and other benefits withholding amounts into the front-end of the payroll system.

Responsibilities and Duties: Insurance Coordinator

- Performs a variety of duties related to the implementation of the district's insurance programs, explanation of benefit options available, enrollment issues, and eligibility requirements to all employees, including new hires, returning/current employees, and retirees.
- Coordination of the annual open enrollment, including the preparation and collection of materials to and from all classifications of employees, retirees, and COBRA participants.
- Utilizes QuickBooks or MUNIS Accounting Software to bill retirees and COBRA participants.
- Maintains inventory of insurance literature and distributes to participants as requested.
- Coordinates the insurance deduction amounts with the payroll department as well as the reconciliation.
- Maintains the master Excel spreadsheet for all enrollment transactions that will be used for deduction auditing, reconciling, and providing insurance data that is needed for producing 1095-C and W-2s.
- Assists participants to resolve difficult and sensitive insurance issues.
- Performs other duties as requested.
- This expanded role will require a highly skilled person with excellent financial and systems skills that will facilitate a more efficient handling of the Benefits process.
- Payroll Backup and Support: Serves as the primary backup for payroll processing and provides support to ensure timely and accurate payroll operations.
- Collaborate with Administration, Human Resources, and Payroll related to benefit issues, collective bargaining agreement compliance, workers' compensation, and FMLA.
- Prepare quarterly CT Teacher Retirement Board subsidy reports and process and reconcile district health insurance subsidy receipts.

Qualifications:

Knowledge of;

- Accounting principles, practices and procedures.
- Financial, statistical and fiscal record keeping principles.
- Office procedures and equipment.
- District organization, operations, policies and objectives.
- Effective communication (oral and written) and interpersonal skills.
- Proficient in all Microsoft and Google Applications.
- District union contracts, state and federal mandates pertaining to insurance (i.e., COBRA, HIPAA, ERISA, FMLA, MEDICARE, ACA).

Ability to:

- Work independently with a strong work ethic.
- Maintain confidentiality.
- Ability to communicate issues and possible solutions.
- Proactively plan and organize work.
- Meet schedules and deadlines.
- Identify situations/issues; communicate an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.

Education and Experience:

- Bachelor's Degree preferred and/or 5 years of work experience in any of the following areas: Accounting, Insurance and Payroll.

Cross-Departmental Support

At the discretion of the Superintendent of Schools, provides temporary or project-based administrative support to other Central Office departments, particularly during periods of lower insurance or payroll workload, to ensure continuity of operations and address critical needs across the district.