



**Westerville City Schools**  
**Office of Human Resources - Classified Personnel**  
**Notice of Vacancy**

The Westerville School System is an Equal-Opportunity Employer. As an equal opportunity employer, it is the policy that no candidate for a position in the District shall be discriminated against on the basis of race, color, national origin, ancestry, sex, sexual orientation, age, religion, or disability.

<b>Job Title:</b>	Benefits Coordinator	<b>Posting Date:</b>	July 2, 2021 - July 11, 2021
<b>Job Classification:</b>	Coordinator (Non union)	<b>Effective Date:</b>	TBD
<b>Job Location:</b>	Early Learning Center	<b>FLSA Status:</b>	Non-exempt
<b>Work Schedule:</b>	12 Months (260 Contract Days) Monday - Friday from 7:30 a.m. - 4:30 p.m. 8 hours per day	<b>Hourly Rate:</b>	\$25.90 - \$29.36
<b>How to apply:</b>	Apply online <a href="http://www.wcsoh.org">http://www.wcsoh.org</a> Phone: 614/797-5728		

**Position Description:**

The employee assumes primary responsibility for employee benefit offerings of the District insurance programs and works closely with the Treasurer and Assistant Treasurer to coordinate this effort. This includes supervision and coordination of employee benefits responsibilities held by the payroll/benefits associate. The employee will assist in processing and reconciling all phases of the employee insurances for payroll.

**Experience/Education (preferred):**

Bachelor's degree in healthcare, human resources, business or related field preferred (minimum of associate's degree required)  
 Three years of successful experience in benefits processing and maintaining fiscal records, preferably in payroll department with exposure to Uniform School Payroll System (USPS)

**Essential Functions:**

**Insurance**

Responsible for processing and reconciling employee deductions and payments of insurances including, Medical, Dental, Vision and Life insurance  
 Calculate and process Group Term Life and Supplemental Life  
 Process all aspects of benefits, including but not limited to:  
     New hire benefits  
     Qualifying Events  
     Open enrollment of all insurances  
     Worker's Compensation  
     Unemployment  
     COBRA  
     Employee deductions  
 Process verifications of employment  
 Process other employee deductions as needed  
 Attend in-services and meetings as required  
 Provide training to educate staff on employee benefits

**Non Essential Functions:**

Other duties as assigned

**Knowledge, Skills and Abilities**

Demonstrated ability to understand and maintain complex accounting/records systems  
 Demonstrated knowledge related to insurance plans, workers compensation and unemployment  
 Demonstrated exceptional human relations and communication skills to interact effectively with other employees and vendors

Proven skills in Microsoft Office (Word and Excel)  
Effective, active listening skills  
Strong organizational and problem-solving skills  
Ability to work effectively with others  
Ability to communicate ideas and directives clearly and effectively both orally and in writing  
Complete attention to detail  
Ability to relate to a wide range of people and problems calmly and in an assured manner  
Maturity, composure, warmth, stability, high energy level and the ability to work independently to organize work schedules and set priorities  
Operate computer, copier and printer  
Ability to maintain absolute confidentiality

**Special Requirements**

Must be proficient in Microsoft Excel (will be tested if chosen as a finalist for position)

Created 6/21

I have reviewed and understand the job requirements of this posting. A copy was given to me for my records.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date