



# Pickens County Schools

## Job Descriptions

### **BENEFITS GENERALIST**

**Title/Position:** Benefits Generalist

**Retirement:** Teacher Retirement System of Georgia

**Terms of Employment:** 240 Days, 8 hours/day

**Salary:** Classified Salary Schedule Grade H (Starting pay \$19.25/hour)

**Reports to:** Chief Financial Officer/Designee

**Qualifications:**

1. High School Diploma
2. Previous benefits, bookkeeping, payroll, accounts payable, or equivalent experience in the area of finance or business preferred.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

### **RESPONSIBILITIES**

- To assure the smooth and efficient operation of the Business Office by giving assistance to system personnel on payroll and insurance matters.
- Maintains and processes monthly insurance billing including updating deductions in the payroll system.
- Handles telephone calls pertinent to insurance, or other related responsibilities, as briefly as possible, in a courteous, and professional manner.
- Attends meetings and workshops to keep abreast of current issues related to insurance and finance.
- Works closely with appropriate agencies and performs tasks associated with State Health, staff optional benefits, insurance for retirees, employer required TRS/PSERS paperwork, and garnishments.
- Uploads into ADP and third party brokers' and vendors' platforms new hire, termination, and retirement information in a timely manner.
- Completes the Affordable Care Act reporting.
- Serves as the VALIC plan coordinator.
- Coordinates benefit selection teams as needed, works with third party brokers, and coordinates the system-wide Open Enrollment and new hire benefit meetings.
- Assists with Verifications of Employment Forms.
- Serves as Liaison for professional organizations for educators, such as, PAGE, GAE, and Educators First.
- Notifies and coordinates collection of premiums for employees on leave without pay.
- Assists with coordination of qualifying events between employee and vendors.
- Creates documentation for the employee regarding benefit coverage status.

- Performs tasks related to payroll, bookkeeping, and accounts payable as assigned by the CFO.
- All other duties deemed necessary to fulfill the needs of the Superintendent and/or CFO.

***Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*