



NEW: Submitted:
07/01/2019 05/14/2019

JOB TITLE:	CLERK SENIOR DEDUCTION
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8685
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Responsible for insuring employee deductions for assigned benefits are maintained and processed accurately by the required deadlines. Reviews, reconciles and processes billings and data files related to state benefit deductions. Assists with testing and implementing system programs. Provides customer service and guidance to employees regarding assigned benefit deductions. Assumes responsibility as liaison between the Payroll Department, Human Resources, State Department of Employee Insurance and employees. Works under general supervision using a wide range of procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for reviewing personnel actions; determines impact on eligibility of state benefit deductions and processes necessary adjustments to employee deduction records

Verifies and import files received from the State Department of Employee Insurance; establishes, updates and discontinues deductions; ensures changes are captured in the payroll warrant

Assumes responsibility for processing health termination effective dates on the employee master; generates the state health termination file; ensures files are received and processed by the state

Analyzes deduction edit reports and ensures compliance with district policies, procedures, union contracts and the Affordable Care Act (ACA); assumes responsibility for the resolution to errors and exceptions

Reviews payroll warrant summary totals for assigned benefit deductions; ensures deduction totals are reasonable and withheld on scheduled pay dates

Assumes responsibility for processing health insurance applications for new hires and qualifying events; ensures changes are updated in the system based on the effective date of coverage

Completes bi-weekly and monthly reconciliation of state-sponsored benefit deductions; ensures associated liability accounts are in balance; submits billing remittance, ACH and journal entries

Verifies deduction records and withholding history; processes retroactive deductions or refunds as necessary via the regular and supplemental payroll warrants

Corresponds with employees regarding state sponsored insurance inquiries including resolution of missed premium deductions and administrators repayment arrangements

Assumes responsibility for completing required training and maintaining proficiency in the district HR/Payroll systems as well as the systems mandated by the KY Department of Education and State Department of Employee Insurance

Assumes responsibility as liaison between the Payroll Department, the Department of Employee Insurance, Benefits Department and employees regarding payroll related questions regarding assigned deductions, policies and procedures

Assists with planning and developing procedure documentation

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) years payroll or bookkeeping experience

Ability to maintain accurate records and meet established deadlines

Ability to work well in a team environment

Effective communication skills

DESIRABLE QUALIFICATIONS

Two (2) years Human Resources or Benefits experience

Experience in Kentucky school financial systems and reporting.

Experience in a diverse workplace