

Benefits Accountant

Position Details

Class Code: 2042

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, sets-up and maintains accounting ledgers, journals, and records; prepares financial statements/reports.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Serves as back-up for the Benefits Coordinator; processes vendor payroll and billing.
2. Processes and posts bi-weekly/semi-monthly remittance reports for vendor retrieval and employee deduction balancing.
3. Processes/posts demographic files to bargaining groups and vendors for balancing/auditing.
4. Processes daily benefit activity, loading benefits, Workers' Compensation, Public Employees' Retirement System (PERS), and terminations.
5. Audits benefit error reports; makes corrections prior to payroll processing.
6. Receives extra premium credits/debits from health carriers and vendors; creates Excel-to-Configuration Item (CI) spreadsheet and uploads into Human Capital Management (HCM) PeopleSoft, cross-checking and verifying accurate transfer of information.
7. Corrects benefit-related errors before and during payroll processing.

8. Checks Deduction Register and Deductions Not Taken Report for discrepancies that may affect payroll processing and cause incorrect employee deductions.
 9. Pulls daily, weekly, and monthly eligibility reports from health benefit and retirement portals for recordkeeping; sends remittance and termination reports.
 10. Receives checks (refunds/payments) from employees and financial advisor partners, processes refunds, posts payments, and makes bank deposits.
 11. Manages Charter School health benefits, manual enrollment, remittance, billing, open enrollment communication, and payments.
 12. Partners with Benefits/Management Specialist when technical issues arise. Submits tickets and works with HCM/Technology Information System Services to determine underlying cause(s). Completes testing to verify successful resolution.
 13. Monitors Help Desk tickets for benefits-related issues; addresses or assigns tickets, as appropriate.
 14. Verifies retirement shelter option with employees.
 15. Reports Health Reimbursement Accounts (HRA) for eligible employees into the carrier portal; provides documents to Coordinator for invoicing.
 16. Collects retirement account refund checks with appropriate documentation for 403(b) and 457(b) Vendor Payroll reporting; monitors member limits to avoid overpayment.
 17. Schedules/monitors monthly reports, rebuilds primary job flags, identifies age 50+/savings management, and updates retirement limits per Internal Revenue Service (IRS) regulations.
 18. Sets-up/maintains journals, ledgers, and other records.
 19. Prepares journal vouchers and makes adjusting/closing entries.
 20. Establishes accounts receivable from various information sources.
 21. Maintains accounting control records for receipts, disbursements, and balances.
 22. Supervises/reviews requisition coding for account distribution according to fund, unit, program, function, object, and legality.
 23. Prepares fiscal, statistical, and federal reports.
 24. Compiles, organizes, and maintains current cost accounting/statistical data.
 25. Reconciles general ledger with subsidiary ledgers.
 26. Assists supervisors/administrators in interpreting unit budget reports.
 27. Determines compliance with laws, regulations, and procedures.
 28. Reviews accounts payable and payroll records.
 29. Conforms to safety standards, as prescribed.
 30. Performs other tasks related to the position, as assigned.
-

Distinguishing Characteristics

Involves professional and technical accounting duties.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of professional accounting practices/procedures.
 2. Expert-level knowledge of PeopleSoft/HCM and Excel.
 3. Knowledge of PeopleSoft/HCM payroll processes.
 4. Knowledge of health/wellness insurance plans.
 5. Knowledge of government retirement plans and compliance.
 6. Experience with insurance vendor interface, remittance, queries, and invoicing.
 7. Knowledge of governmental accounting and related laws.
 8. Knowledge of computers and associated programming.
 9. Ability to anticipate payroll and benefit entry issues.
 10. Ability to perform complex mathematical and statistical analyses.
 11. Ability to take independent action, when required.
 12. Ability to be accurate with details.
 13. Ability to plan and organize work.
 14. Ability to learn, develop, and apply procedures.
 15. Ability to work under pressure and meet deadlines.
 16. Ability to work well with other departments and government agencies.
 17. Ability to recognize/report hazards and apply safe work methods.
 18. Possess physical and mental stamina commensurate with the responsibilities of the position.
-

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.)
2. At least nine (9) credit hours of accounting coursework from an accredited college/university.
3. Six (6) years' professional accounting experience; or,

Associate's degree from an accredited college/university in accounting, finance, business administration/management, etc., and three (3) years' professional accounting experience; or,
Bachelor's degree from an accredited college/university in accounting, and one (1) year of professional accounting experience; or,
Bachelor's degree from an accredited college/university in any subject, and two (2) years' professional accounting experience.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

1. PeopleSoft/HCM
 2. Microsoft Office, with a focus on Excel
 3. Google platforms
-

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Transcript(s) from an accredited college/university.
 4. Specific documented evidence of training and experience to satisfy qualifications.
-

Examples of Assigned Work Areas

Clark County School District business offices (Business and Finance Unit, Grants/Fiscal Accountability Department, etc.)

Work Environment

Strength

Sedentary/light - exert force up to 25 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conferences and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, copiers, calculators, fax machines, telephones, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 10/13/23
- Created: 02/08/23