

SCHOOL DISTRICT OF HOLMEN

Vacancy Notice

Position Title: Benefits Specialist

- Qualifications:**
- High School Diploma, G.E.D., or equivalent.
 - Post-secondary degree in an accounting related field, or five years of related experience resulting in equivalent knowledge.
 - Demonstrated competency in the following:
 - Employee benefits procedures
 - Payroll procedures (application of Fair Labor Standards Act)
 - Employee Handbook
 - Generally Accepted Accounting Principles
 - Federal Income Tax Law
 - Wage related benefits
 - Demonstrated competency in the following ability and skill areas: analysis, mathematics, and accuracy with speed and attention to detail.
 - Two years of successful experience using Microsoft Office Suite (primarily Excel), and HRIS/payroll system software preferred.
 - Previous successful experience with governmental (fund based, encumbrance system) accounting preferred.

Job Description:

Job responsibilities include, but are not limited to:

- Act as liaison between all insurance plan representatives and employee benefits.
- Monitors hours worked by District employees for determination of benefit eligibility.
- Distribute and explain benefits applications and information to newly qualifying employees.
- Reconcile benefit statements/invoices each month.
- Gather data and complete forms for information requests as approved by supervisor.
- Supervise and execute the administration of the District's retirement system.

Contact Human Resources for a complete job description

Reports To: Director of Business Services

Terms of Employment: This is a 12-month, 8 hour per day, 40 hour per week position. Starting wage is \$23.60 per hour. Benefits and Employment Terms per the Employee Handbook.

Application Requirements: All applicants are required to submit the District Application. The application is located on WECAN. Applicants can access WECAN at: <https://wecan.education.wisc.edu/#/> or via the School District of Holmen's website under "Employment". All applicants must submit an on-line application and transcripts if applicable. Letters of recommendation preferred but not required. Applications will be accepted **until April 29, 2023, or until position is filled.**

An Equal Opportunity Employer

Posted: 4/19/2023
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