

EXECUTIVE ASSISTANT – Benefits Coordinator

JOB TITLE: Benefits Coordinator

JOB GOAL: To manage all benefits for employees of the Jones County School District.

RESPONSIBLE TO: Superintendent, Chief Financial Officer and District Internal Controls Accountant

- Essential Job Functions:**
1. Implement new employee orientation
 2. Responsible for onboarding of employee benefits
 3. Complete monthly reconciliation of insurance benefits and process monthly benefit payments
 4. Issue, organize and report all employee FMLA paperwork
 5. Respond to all Workers' Compensation claims in a timely manner
 6. Perform other clerical duties within the Central Office
 7. Assist with other department functions as needed
 8. Assume responsibilities and other duties assigned by immediate Supervisor, CFO, and Superintendent

QUALIFICATIONS: -Minimum of two years college experience
-Minimum of three years office/bookkeeping experience
-Proficient with Microsoft Office and experience with different financial software packages
-Experience in employee benefits or payroll is preferred

EVALUATION: Performance of this job will be evaluated annually

EMPLOYMENT: Twelve-month year; salary to be determined based on experience and set by the Executive Assistant Salary Scale and approved by the Superintendent

Applications are available at the Jones County School District Superintendent Office or online at www.jonesk12.org- Employees – Employment – Employment Application – Non-Certified Application. Applications and resumes will be accepted for this position until March 30, 2021.

Please send all requested information to the Jones County School District Superintendent's Office Attention: Sarah Shows, 5204 Highway 11 North, Ellisville, MS 39437 or sbshows@jonesk12.org. Or the applicant may call 601.649.5201.