



JOB TITLE	DEPARTMENT	REPORTS TO
Risk Management Senior Bookkeeper	Risk Management	Director of Risk Management & Employee Benefits

Position No: 77697	Length of Work Year: 12 Months
Salary Schedule: C23	Date Approved: 4/8/14
FSLA: Non-exempt	Date Revised: 2/26/19; 11/30/22

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School Diploma or equivalent, AA degree preferred. 2. A minimum of four years of secretarial and/or clerical experience or an equivalent combination of training and experience; bookkeeping experience preferred. 3. Ability to work cooperatively with schools, departments, and administration to achieve District goals. 4. Ability to handle multiple tasks in a professional and courteous manner. 5. Ability to write reports and business correspondence. 6. Knowledge of the current computing technologies and software applications appropriate to the position's job responsibilities. 7. Experience in problem solving using high levels of interpersonal interactions. 8. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Coordinates the receipt, review, and follow up of all matters that come into the office for action. 2. Maintain employee benefits records in compliance with applicable rules on confidentiality and retention. 3. Assists with the Department's budget and purchasing as needed. 4. To assist in filling out forms and answering questions relative to employee benefits information when appropriate and ensure timely, equitable and courteous resolution. 5. Process New Hire enrollment deadline notices. 6. Comply with IRS, COBRA, HIPAA, ACA and other state and federal laws. 7. Interact with staff, administration, parents, outside agencies and business partners, in a professional and cooperative manner. 8. Keep supervisor informed of potential problems or unusual events. 9. Provide general secretarial support for the Director of Risk Management & Employee Benefits and other Risk Management staff, including but not limited to, typing, copying, filing, processing mail, receiving and screening calls, scheduling meetings and appointments, and coordinating with other staff throughout the District. 10. Perform tasks in a timely and efficient manner. 11. To perform other duties as assigned by the supervisor.
PHYSICAL DEMAND CLASS:
Light (L) – Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking is required to carry out duties.