

# MONTEREY COUNTY OFFICE OF EDUCATION

## FINANCIAL SERVICES SPECIALIST

**Classification:** Classified  
**Salary Level:** 38.5  
**Work Year:** 12 Months

### **DEFINITION:**

This individual is responsible for the functions and tasks relating to employee benefits programs of the Monterey County Office of Education (MCOE), joint powers authorities, and direct support districts, with limited supervision.

### **SUPERVISOR:**

Director

### **POSITION SUPERVISED:**

None

### **QUALIFICATION REQUIREMENTS:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

### **ESSENTIAL DUTIES:**

- Process new and current employees for enrollment into all health care benefits, make dependent changes or other status changes to benefits coverage, orienting employees regarding programs and coverage, overseeing enrollment intake activities, and changing costs in computerized systems for charging benefits cost to appropriate program fund accounts.
- Provide routine and specialized employees benefits information to, and respond to inquiries from employees, retirees, carriers, physicians, attorneys, and others for a variety of subjects, including, but not limited to, benefits coverage, eligibility, claims and procedures.
- Prepare payment of insurance costs to vendors, reconciling monthly invoices, adding and deleting members, determining correct invoice totals, and issuing warrants.
- Audit monthly payment to insurance vendors, comparing amounts against payroll reports and charging benefits costs to appropriate program fund accounts.
- Adjust discrepancies, ensuring proper charging of costs to offset funds spent for insurance coverage and including payroll charges for districts' share of benefits costs.
- Process mandatory and voluntary deductions for employee payroll records, maintaining and updating computerized records for premium contributions of part-time employees.
- Assists employee beneficiaries with life insurance.

- Prepare invoices of insurance costs for retirees, persons on COBRA status, and persons on unpaid leave, works closely with accounts receivable to ensure that payments are received and credited to participant's account.
- Process short and long-term disability information for all new claims, transmitting payroll information to insurance carriers, and sending benefit checks received to participants.
- Update benefits costs as premiums change, ensuring correct costs charges to programs.
- Establish, update, and retrieve electronic employee benefit files for all eligible employees.
- Serve as an intermediary between employees, insurance carriers, third-party administrators, and agents to resolve problems, answer questions, verify fund transfers, facilitate claims processes including life insurance.
- Prepare and inputs journal entries.
- Monitors a wide variety of financial information for the purpose of maintaining an up-to-date trail for reference and ensuring fiscal compliance with established regulations.
- Perform end of the year closing (ensuring proper reporting of domestic partnership records and adjustment of benefits accounts, appropriate charging of costs to programs, and correct carry over balances to the next fiscal year).
- Provide benefit trainings.
- Maintain health and welfare budget components in position control.

**OTHER DUTIES:**

- Perform other related duties as assigned.
- Comply with the Monterey County Office of Education Board Policies and Administrative Regulations.

**PHYSICAL AND MENTAL CHARACTERISTICS:**

The physical and mental characteristics of the Financial Services Specialist include the following. Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office or district) and drive an automobile; physical strength to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Any combination of education and experience equal to a Bachelor's degree from an accredited college or university with major course work in accounting, auditing, finance, economics, or business administration.
- Four (4) years of work experience in professional accounting and fiscal control work, preferably with school finance.

### **Knowledge of:**

- General principles and procedures accounting, auditing, budgeting, bookkeeping, and fiscal recordkeeping as related to public agencies, school districts, and COE financial transactions.
- Command of the principles of fiscal administration including development and maintenance of sound internal fiscal controls and policies, and financial and statistical analysis.
- Appropriate laws, codes, standards, and fiscal reporting requirements applicable to COE financial transactions, program development and control, school district fiscal solvency, and attendance procedures.
- Familiarity with computer operations, software, and hardware used in the performance of accounting, budget analysis, fiscal analysis, fiscal reporting responsibilities.
- Capacity and knowledge to make arithmetical calculations quickly and accurately and identify and correct errors in arithmetical calculations made by others.

### **Skills and Ability to:**

- Operate standard office machines including computer and calculator with speed and accuracy.
- Read and interpret complex and technical reports, Federal and State laws, code requirements and procedures manuals.
- Make arithmetical calculations with speed and accuracy, identifying and correcting errors in arithmetical calculations performed by others.
- Determine steps or procedures to be used in a process.
- Establish and maintain financial and accounting records.
- Interpret and apply pertinent laws, rules and regulations.
- Perform responsible accounting work using independent judgment and initiative.
- Maintain records and prepare reports and summaries.
- Communicate effectively in English both orally and in written form.
- Understand and follow instructions without continuous supervision.
- Establish and maintain effective work relationships with those contacted in performance of required duties.
- Independently perform assigned functions in an accurate, timely manner and exercise initiative in resolving problems related to these functions by referring to MCOE, school district, federal, state, and other local governmental policies and procedures and knowledge gained through experience.
- File pertinent records alphabetically, numerically, chronologically and by subject.
- Plan, organize, and prioritize work assignments to meet requirements and facilitate workflow.
- Perform routine and repetitive work.
- Attend meetings, conferences, classes and in-service training.
- Train others in both a one-on-one and group setting.
- Act in a professional manner at all times.

### **LICENSES AND CERTIFICATIONS:**

- Valid California driver license plus evidence of insurability.