

Oneida Special School District

Job Description

Position Title:	Human Resources/ Financial Management/ Benefits Coordinator
Reports To:	Director of Schools
Job Goal:	To maintain efficient records of personnel, ensure smooth and efficient operation of purchasing, and coordinate all benefits for the system
Term of Employment:	12 months

Responsibilities: (Include but are not limited to)

- Know and follow all school board policies.
- Ensure that all duties are completed in an accurate and timely manner.
- Effectively use school system financial management software, word processing and spreadsheet programs to perform job functions.
- Attend all state mandated training.
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.

Human Resources

- Maintain accurate filing records for all system personnel.
- Assure all employment requirements/information is up to date and documents are maintained.
- Assist and support the Director of Schools and Assistant Director of Schools as needed.
- Files and communicates with the Director of Schools all leave of absence/extended leave.
- Prepares in conjunction with the Assistant Director all substitute teacher trainings, paperwork, and requirements.
- Give Employees Security Separation notice to employee, if applicable

Financial Management

- Develop and maintain policies for various financial management activities and for the Board of Education.
- Assist senior officials to identify appropriate policy options and evaluate efficiency.
- Develop and implement various fiscal procedures and policies and ensure achievement of all objectives.
- Evaluate financial and transaction data for accuracy and implement corrective action.
- Analyze appropriations and financial management legislations to assess effects, advise officials on financial issues and interpret all reports and data.
- Administer effective budget practices, perform audit on fund usage and maintain internal controls.
- Evaluate program plans and budget, oversee control point expenditure related as per financial plans.
- Resolve all financial issues for different financial management problems.
- Monitor processes and report anomalies in system.
- Write Receipts for every checks/cash that is sent to the district.

Oneida Special School District

The logo of Oneida Special School District is a shield-shaped emblem. At the top is a red flame. Below it is a red shield with a white cross. The shield is surrounded by a decorative border. The word "ONEIDA" is written in red at the bottom of the shield.

- Review all checking accounts monthly.
- Review monthly bank statements for unusual bank transactions, transfers, bad checks, cancelled checks, and statement dates indicating review.
- Assist various departments to evaluate and prepare reports for various budget programs.
- Prepare purchase orders, initial and present it to the Director of Schools for approval.

Benefits Coordinator

- Act as state and other health, dental, and vision insurance preparer.
- Explain options for benefits or COBRA, as appropriate.
- Verify deductions in conjunction with Payroll department for all employees.
- Become knowledgeable of all procedures relating to payroll.
- Verify insurance billings in conjunction with payroll.

Qualifications:

- Degree or experience in Finance or Business Administration.
- Ability to interpret policies as related to job functions.
- Knowledge of software packages used by the school system.
- Possess good oral and written communication skills.
- Ability to do mathematical calculations to perform job duties.
- Competency in use of business machines.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to perform any physical duties associated with this position (e.g., lifting up to 50 pounds on a regular basis, sitting for long periods of time, walking, seeing, standing for extended periods of time, etc.).