



Notice of Vacancy

South Lyon Community Schools
345 South Warren
South Lyon, MI 48178

PLEASE POST!

POSITION: Benefits Manager (AD8)

LOCATION: Administration Building

**QUALIFICATIONS/
RESPONSIBILITIES:** See Attachment

RATE OF PAY: Salary range: \$57,473.00 - \$66,620.00

BEGINNING DATE: As Soon as Feasible

**DEADLINE FOR
APPLICATION:** Until Filled

APPLICATION: **Send letter of interest and resume to:**

Ben Kirby, Assistant Superintendent Administrative Services
kirbyb@slcs.us
South Lyon Community Schools
345 S. Warren
South Lyon, MI 48178
Ph. (248) 573-8140
Fx. (248) 437-8928

DATE OF POSTING: **March 1, 2018**

**South Lyon Community Schools
Job Description
Benefits Manager**

Qualifications:

- Bachelor's Degree in Accounting, Business, Human Resources or a related field or equivalent
- Prior experience in the supervision and direction of employees
- Experience with State/Federal guidelines and regulations
- Experience in budgeting, benefits, and payroll
- Evidence of excellence in verbal and written communications
- Ability to establish and maintain effective working relationships with staff and the school community
- Evidence of organizational skills and the ability to manage numerous on-going responsibilities simultaneously
- Strong analytical skills and attention to detail and accuracy
- Highly proficient in the use of standard Microsoft products (Excel, Word, Access) and BiTech Financial software

Reports To: Assistant Superintendent for Administrative Services

Responsibilities:

- Responsible for supporting the overall direction, coordination, timelines and evaluation of benefits
- Responsible for compliance with all district requirements, Board of Education policies and Federal and State of Michigan laws regarding benefits, COBRA, Workers Compensation, and FMLA
- Assists the Assistant Superintendent in analyzing problems and develops solutions to improve daily operations that are fiscally responsible and conform to applicable laws and regulations
- Responsible for staying current and updating supervisors on all Health Care Reform initiatives and attending training as required
- Supervises and evaluates the Benefits/Payroll Bookkeeper

Responsible for overseeing all Benefit Processes for SLCS, including but not limited to,

- Open enrollment
- Contract changes and implementation of negotiations
- Ledger reconciliation, premium payments, and benefits audit
- Consultant and liaison between District and outside benefits consultants and insurance companies as well as the employee
- Rate schedules, census data, insurance contract renewal dates, etc.,

- Auditing the deductions and cash in lieu to assure they have been balanced correctly
- Preparing the budget for Insurance Benefit ledgers, Cash in Lieu, Deductions, and Contributions

Responsible for overseeing all Worker Compensation Issues, including but not limited to,

- Serving as a liaison between district and worker compensation carrier
- Preparing and submitting yearly OSHA reports to Department of Labor
- WC Quarterly Wage Reports
- Attending Workers' Compensation Workshops and MIOSHA classes as required

Responsible for overseeing all FMLA processes and employee leave requests

Responsible for overseeing Bitech issues and upgrades for benefits

Makes benefit presentations as necessary

Other: Perform other duties as assigned by the Assistant Superintendent of Administrative Services