

## **BENEFITS CLERK**

**CUPE 2357 – Level 3**

### **CORE FUNCTION:**

Under the supervision of the Payroll Officer, the Benefits Clerk ensures proper coverage of all Board employees under the various group, health, life and LTD insurance plans; ensures proper salary deductions; issues monthly cheques to the various insurance carriers for all premiums; ensures receipt of employee premiums from employees on leave without pay; provides assistance on other salary matters; and performs other duties, as assigned by the supervisor.

### **MAIN DUTIES:**

Ensures proper insurance coverage for all Board employees:

- reconciles insurance payments by making comparisons of deductions from salaries with amounts being remitted to insurance carriers
- verifies accuracy of deductions for new and terminated employees
- compares computer-generated reports with record of amendments
- prepares cheque requisitions for the amounts due to the carriers
- makes journal entries for any adjustment required in relation to benefit deductions and/or payments
- prepares monthly spreadsheets of retired employees' payment coverage

Ensures receipt of premiums for employees on leave without pay:

- calculates benefits costs for employees on leave and sends out billing notices
- receives and deposits the cheques to the appropriate benefits accounts
- advises the carrier of employees on leave who are continuing or discontinuing coverage
- prepares monthly spreadsheets listing coverage for employees on leave
- reconciles associates benefit accounts
- prepares journal entries for Board share of benefits for employees on leave

Provides assistance and other various payroll duties:

- responds to telephone inquiries about insurance and pay matters
- inputs time sheets
- balances timesheet batches and hours
- completes employment surveys based on pay records and timesheets

Performs other duties, as assigned by the supervisor.

**SUPERVISION OF STAFF:**

There is no supervisory responsibility

**QUALIFICATIONS:**

- Secondary school graduation
- 1 year Community college diploma in a related field
- 1 year of related experience
- Good interpersonal skills

Individuals who possess an equivalent combination of education and experience may also be considered.