

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

NOTICE OF AVAILABLE POSITION

POSITION: Insurance Benefits Specialist
(S-11, 12 Months)

RESPONSIBLE TO: Executive Director of Finance & Business Services; receives task direction from the Accounting Coordinator.

ESSENTIAL FUNCTIONS: Performs confidential, complex and responsible administrative, secretarial, and accounting related work in the administration of active and retired employee insurance programs. Responsible for implementing, documenting, reporting and coordinating all activities related to health, dental, life, disability insurance and workers' compensation.

MINIMUM QUALIFICATIONS: The skills and knowledge required would generally be acquired with graduation from high school and three years of increasingly responsible experience in benefits administration, accounting or bookkeeping work, with additional secretarial responsibilities or six or more years of benefits experience, which demonstrates possession of the required knowledge, skills and abilities. Associates degree or greater is a plus.

SALARY: Classification S-11- \$42,843(Step 1) to \$50,121 (Step 5) **DOE**

WORK PERIOD: Twelve month assignment

STARTING DATE: ASAP

FILING DATE: Until Filled

CREDENTIALS REQUIRED: Complete online application and attach resume at www.fairfieldschools.org

*****There will be a computerized test and/or written test as part of the interview process for this position***