



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Analyst, Benefits & Risk Management  
FLSA Status: Exempt  
Salary Grade, if non-union: SG18  
Pay Grade, if union:  
Non-Union or Specific Collective Bargaining Agreement: Non-Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to account for and audit revenues, expenses, utilization and eligibility of employee benefit plans and trust funds. To perform the necessary professional accounting work involving the independent application of accounting concepts, principles and techniques to a variety of financial accounting functions consistent with Federal and State requirements and Generally Accepted Accounting Principles (GAAP).

### Essential Functions of this Job

Will project, monitor and analyze employee benefit plan revenue streams, develop plan rate structures and evaluate their adequacy, reconcile claims and administer services expenses. Will reconcile plan eligibility data. Will assist internal and external auditors during audit exercises. Will prepare, analyze and interpret reports and statistical data on employee benefit plan performances as well as utilization data. Will prepare and monitor accounts payable activities on employee benefit plans, maintain fiscal and calendar year detail reports, and prepare and analyze trend data to support budgeting activities. Will develop and work within established computer databases.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Knowledge of Generally Accepted Accounting Principles (GAAP). Willingness to provide outstanding customer service and positive interpersonal and communication skills. Ability to analyze and interpret financial utilization and eligibility data. Strong computer skills and literacy with Microsoft software.

Position Title: Analyst, Benefits & Risk Management

Ability to gather, review, analyze and evaluate financial and operational data. Ability to plan, coordinate and organize work assignments. Willingness to apply knowledge and skills in a collaborative setting. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Bachelor's degree in Business, Accounting or an insurance-related course of study. Must possess strong organizational, analytical and problem solving skills. Must be able to prioritize among multiple tasks, be detail oriented and able to work independently and productively. A combination of education, related experience specific to employee benefit programs, and/or professional credentials may fulfill the minimum requirements of this position. Two years' experience with employee benefit plans, including self-insured plans, is preferred.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 9957  
EEO5: 44  
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Date Last Revised: 2013-08-14

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*