

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Benefits Fiscal Specialist	<u>CLASS NUMBER:</u> 60207	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Human Resources/Benefits & Wellness	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N8	<u>POSITION CONTROL #:</u> 060434
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Sr. Budget Analyst (060433)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Benefits Fiscal Specialist classification is to assist in monitoring payables and receivables associated with benefits budgeting and evaluate weekly eligibility vendor transmissions to ensure data integrity.

JOB DUTIES:

Prepare and process invoice payments for completeness and accuracy. Process batches of invoices and deliver them to the appropriate department for disbursement. Enter data into the accounting system to create requisitions for purchase order approval. Evaluate eligibility reports from health vendors. Perform research. Evaluate errors and works to correct them. Process information and receive checks from outside agencies for payment of monthly program fees and/or health care vendors for rebates. Make deposits and deliver checks to the appropriate department. Conduct claim audits. Answer eligibility questions by phone or electronic mail. Perform various related clerical tasks (e.g., process billing statements, correspondence, phone inquiries, and spreadsheets; maintain a filing system and respond to correspondence). Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; public relations; office practices and procedures. Skill in equipment operation. Ability to deal with problems involving several variables in familiar context; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; complete routine forms, maintain accurate records; sort items into categories according to established methods; answer routine telephone inquiries from employers and employees.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with two (2) years of human resources, accounting, or related experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date