ACCOUNTABILITY AND COMPLIANCE SPECIALIST

DEFINITION:
Under general supervision and direction of the Chief Financial Officer/CBO and Director of Fiscal Services, perform a variety of responsible technical work specializing in the areas of risk management including property and liability, claim management, emergency/safety programs, student accident insurance and related areas of risk; performs specialized duties related to administration of employee benefits and the Affordable Care Act; supports activities related to the Local Control and Accountability Plan (LCAP).

QUALIFICATIONS:
Knowledge of:
• Personal computers and related software, i.e. word processing, spreadsheets, and databases
• Principles and procedures of accounting, including governmental accounting
• State and federal laws related to benefits administration
• Practices and procedures related to risk management
• Computer based accounting systems and procedures; modern office methods, practices and procedures, including calculator, computer and printer; correct English usage, spelling, grammar and punctuation
• Interpersonal skills using tact, patience and courtesy; telephone techniques and etiquette
• Oral and written communication skills

Ability to:
• Perform wide variety of responsible technical work
• Establish and maintain effective work relationships with those contacted in the performance of assigned duties
• Apply pertinent school district policies, laws, rules and regulations
• Analyze and interpret fiscal records and documents; prepare accurate and complete financial summaries and reports
• Perform research, compiling information from a variety of sources maintaining accurate records and files
• Work independently with minimal supervision
• Analyze situations accurately and adopt an effective course of action
• Meet the public tactfully and courteously and answer questions in person or over the telephone
• Understand and carry out complex oral and written directions

Experience and Education
• Equivalent to completion of the twelfth grade; degree in accounting or finance preferred
• Three to five years of increasingly responsible and varied experience in accounting, benefits and/or risk management

DISTINGUISHING CHARACTERISTICS:
The Accountability and Compliance Specialist is a specialty classification performing complex technical and administrative tasks in the support and maintenance of several systems within Business Services. Incumbents of positions in this class have a wide knowledge of the policies and operations of accounting, benefits, and/or risk management, and must be able to apply this knowledge in the performance of their assigned tasks, make decisions of significant impact, and to relate this information to the public and staff.

ESSENTIAL FUNCTIONS:
• Plan, organize, coordinate, and implement risk management, property/liability insurance, and emergency/safety programs
• Assist in developing and preparing emergency action plans for use during emergencies
• Update school emergency software program, i.e., staff personal/medical information, organization charts, contact information, site aerials, utility maps, and floor plans
• Provide support to site administrators for school emergency software program
• Coordinate trainings for new staff and refresher classes; assist with preparation of staff training materials for the purpose of delivering information regarding insurance and safety procedures

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• Order emergency supplies and materials for sites as needed
• Control, maintain and review records, reports and files regarding employee/student accident and insurance programs, premiums, claims, etc.
• Collect police reports, incident reports, witness statements, claims for damages, repair quotes and other related forms for insurance claims
• Process, monitor and analyze claims relating to liability, property, and student accident insurance; communicate with claim reviewers and investigators
• Interpret risk management programs, policies and procedures for administration, staff, and the community; make minor decisions in resolving questions and concerns for employees, parents and students based on established policies and procedures
• Create and maintain claim files; assist with related reports and summaries
• Collect data and required information for annual liability insurance underwriting activities
• Maintain handbook for athletic coaches and extra-curricular activities; update forms related to participation, transportation, field trips, automobile use, volunteers, etc.; provide information for sport and team activities
• Provide information to school administration and coaches related to changes in law regarding athletic injuries, protocols, physical examinations, and athletic participation forms
• Monitor and determine district liability in school related situations and events, such as field trips, athletic events, etc.; obtain required professional services agreements and contracts for review by CFO/CBO and/or Director of Fiscal Services
• Perform specialized duties related to the administration of The Affordable Care Act in compliance with Federal and State regulations, including eligibility for medical benefits
• Prepare federal mandated forms such as IRS Form 1094-c and IRS Form 1095-c; provide notifications to employees
• Monitor and maintain database of all seasonal, temporary, substitute and variable time employees for tracking of all hours worked; analyze data and formulate reasonable assumptions for future hours and eligibility
• Track measurement periods per Affordable Care Act guidelines for current and new employees
• Notify employees of eligibility for coverage under the Affordable Care Act; coordinate benefit offering and enrollment with Employee Benefits Specialist
• Assist with data collection and benefit information related to actuarial studies
• Coordinate data entry and collect support documentation for goals, actions and services, and expenditures related to LCAP; integrate changes to State LCAP templates and required metrics into data base; coordinate submission of data file to SCOE
• Provide executive assistant back-up for Board meetings

PHYSICAL REQUIREMENTS:
Physical Abilities include the usual and customary methods of performing the job’s functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.
Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:
• The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• The noise level in the work environment is usually moderate.
• Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.

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