

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: HEALTH BENEFITS FISCAL TECHNICIAN

TITLE #: 1916

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the day-to-day accounting operations of the health and workers' compensation plans along with regulatory filings in a school district or Orange-Ulster BOCES. The role includes financial recordkeeping, quarterly and annual state filings, and acting as a liaison between health plan partners and providers. Work is performed under the general direction of an Administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares monthly financial reports, maintains subsidiary ledgers and reconciles them with the general ledger in accordance with municipal accounting standards;

Ensures timely and accurate submission of state regulatory filings;

Over sees the implementation and maintenance of a computerized financial application system;

Manages and resolves funding and payment issues with insurance carriers and financial institutions;

Oversees and coordinates annual audit for health and workers compensation plans;

Provides data analysis for the Business Administrator and independent auditor;

May represent the district at meetings regarding health insurance and/or workers' compensation;

Assists in all phases of the business and financial operation of the division;

Responsible for balancing and monitoring all accounts on a weekly basis;

Prepares various reports as required;

Oversees workers compensation plan funding and claim payments to carrier

May lead and direct the work of other staff.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Through knowledge of principal and practices of health insurance, retirement plans and municipal accounting principles and business administrative practices, procedures and equipment; working knowledge of personnel, fiscal and budgetary practices in a school district; working knowledge of personal computers and computing; ability to communicate effectively, both orally and in writing; ability to understand and interpret federal, New York State, and local regulations and requirements and implement changes, as needed, pertaining to health insurance benefits; ability to prepare reports; analyze data, aptitude for planning, supervising and coordinating work projects; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Possession of a Bachelor's Degree or higher in Accounting, Finance, Human Resources or related field and two (2) years experience in the analysis of financial accounts, financial records, or budgets;
- (B) Possession of an Associate's Degree or higher in Accounting, Finance, Human Resources or related field and four (4) years of experience as outlined above; OR
- (B) Possession of a high school equivalency diploma and six (6) years of experience as outlined in (A) above.

NOTE: Possession of a CPA license can be substituted for the required experience in (A) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

JURISDICTIONAL CLASS: Competitive

09/26/25 (REVISED) LD