

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED SEPTEMBER 2023
RANGE: 49.5
CLASSIFIED
CODE: 1, 2, 6

DEFINED BENEFIT SPECIALIST III – SISC
(Self-Insured Schools of California)

DEFINITION

Under general supervision to plan, organize, and perform specialized accounting, and preparation and review of financial and statistical records utilizing manual and computer-assisted processes.

Perform difficult and technical auditing of district and participant data.

Do other work required as it relates to the operation of the SISC Defined Benefit Plan (DBP).

EXAMPLES OF DUTIES

Oversee the work of assigned DBP personnel;

perform specialized and complex functions in assembling, tabulating, calculating, verifying, and reconciling district accounts, participant benefits, and other fiscally related information and data for the SISC DPB;

coordinate and lead in revision, formulation, and implementation of accounting, record management systems, employee letters, brochures, benefit statements, plan document, and related data management;

coordinate and lead in posting district data files, balancing and verifying of contributions and deposits, year-end benefit calculations, and annual pension statement;

assist districts with implementation and reporting requirements of the SISC DBP;

make presentations to district staff, employee groups, and seminars/workshops;

calculate and prepare wire transfers to trustee and review and approve DBP personnel wire transfers;

oversee and manage the annual independent financial statement audit; present audit report to SISC III Board of Directors;

correspond with attorney/consultants regarding mandates, policies, regulations and guidelines related to DBP;

independently perform preparation of a variety of reports;

operate computer terminals and other business office machines and equipment;

provide information regarding routine legal mandates, policies, and regulations;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, practices and procedures of public accounting, defined benefit retirement plans, benefit calculations, record management, organization and planning methods and techniques and auditing.

Ability to:

Demonstrate and ability to independently perform complex, specialized accounting and benefit calculations and audit functions;

prepare, review, analyze and reconcile district payroll data and contributions;

organize, monitor, audit, train and evaluate the work of DBP personnel; prepare fiscal, statistical and narrative reports in a clear and concise manner;

plan, organize and present information to large audiences;

effectively communicate the rules and regulations of the plan document, audit report and actuarial valuation;

establish and maintain cooperative working relationships with staff, auditors, actuaries and attorneys;

calculate and prepare inter-district transfers and approve DBP personnel transfers;

efficiently operate computer accounting and financial programs, spreadsheet programs such as Excel, and other office machines and equipment.

Experience:

Two years of highly responsible experience in accounting, payroll, record management and reporting, and retirement plan administration.

Education:

Bachelor's degree in accounting, business administration or related field.

Condition of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks or hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

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7/26/2023

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