



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

BENEFITS FINANCIAL CONSULTANT

Job Number: 21004459

Job Code: 93870V231116

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 11/16/2023

Job Revised:

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides expertise and consultative services involving financial issues related to benefit areas administered by the Kentucky Personnel Cabinet; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Four years of experience in human resource (HR) administration, the administration of employee benefit programs or similar employee assistance programs, life or health insurance administration or sales, the reconciliation of financial or benefit accounts or financial transactions, statistical analysis, accounting, auditing, planning, bookkeeping, banking, business administration, public administration or a related field.

Substitute EDUCATION for EXPERIENCE:

Master's degree will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience in the above areas will substitute for the required education on a year-for-year basis. Current certification as a Certified Medical Office Manager (CMOM), Certified Accounts Payable Professional (CAPP), Certified Credit and Risk Analyst (CCRA), Accounts Receivable Specialist (ARS), or Accounts Receivable Manager (ARM) will substitute for up to two years of the required experience.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides expert consultative services and responds to inquiries and researches specialized and complex billing and reconciliation issues submitted from agency personnel administrators, benefit coordinators, and employees pertaining to benefit programs administered by the Department of Employee Insurance within the Kentucky Personnel Cabinet, including the KY Employees Health Plan and Optional Insurances, (Health Reimbursement Arrangements, Flexible Spending Accounts, Life Insurance, Dental & Vision Insurances). Creates complex financial reports, dashboards, reconciliations of accounts, and schedules for financial closing papers. Aids in the completion of the annual financial audit. Aids manager in budgeting and financial forecasting. Conducts reconciliation of premium billing. Uses HR Information System utilized by the state to verify accuracy and eligibility of charges billed for reimbursement of benefits paid by the Department of Employee Insurance's vendors and troubleshoots complex financial issues in eMARS. Serves as a trainer for new staff in procedures and techniques including the preparation and maintenance of financial records, budgets, accounts receivable, accounts payable, and other reports. Performs a variety of specialized and complex billing adjustments/functions in KHRIS. Reviews and processes clarifications (billing kickouts) to ensure accurate posting of payments. Reviews and processes account maintenance on accounts by manually posting payments to certain billing periods. Researches, resets, and reapplies payments in KHRIS when needed. Creates IT0015 billing adjustments in KHRIS to correct billing for ½ month adjustments, hazardous duty adjustments, newborn credit adjustments, billing errors, etc. Uploads and processes premium payment remittance files for several agencies. Enters payment lots for wire payments, IET/ITA payments and online arrears payments. Processes refunds and write-offs in KHRIS. Runs and executes monthly arrears spreadsheets/letters and monthly discrepancy reports. Works with KHRIS team regarding system billing issues. Prepares complex financial schedules for use in the Annual Comprehensive Financial Report and the annual financial audit. Assists auditors as needed with explanations of procedures and requested sampling. Prepares presentation and conducts billing training for new insurance coordinators and billing liaisons. Prepares and presents billing presentation at KASBO. Prepares dashboards, monthly reports, and presentations relating to the financial transactions and budget health of the Department of Employee Insurance various funds. Notifies management of any trends or issues. Researches discrepancies in accounts receivable and accounts payable. Receives claims and billing data from vendors uploading the data to SQL server and ACCESS database to independently perform complex research for duplicate claims and verification of invoiced charges ensuring compliance with contractual billing parameters.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.