

MIIP Administrative Assistant

Reports to: Business Manager Classification: Classified, 4

Date: August 2013

Job Summary

Supports the MIIP Board to ensure appropriate insurance procedures for member school districts/corporations. Responsible to the MIIP Board and performs administrative functions for the Board.

Qualifications

1. Two year business degree or five years' experience in a banking or insurance environment.
2. Experience with administrative business and insurance practices.
3. Working knowledge of Windows-based software.
4. Proven skills with business office equipment related to the position.

Essential Functions

1. Prepares and maintains MIIP business/accounting records.
2. Serves as MIIP Board Secretary, which includes preparing the agenda for Board meetings, attending meetings of the Board, keeping complete and accurate minutes of Board meetings and performing follow-up activities.
3. Administers medical plan eligibility for all MIIP member organizations (Blues Enroll).
4. Maintains HIPAA compliance.
5. Acts as a liaison between MIIP member organizations and vendors to resolve customer service, claim, and billing issues.
6. Maintains ongoing communication with the Board-appointed Consultant to ensure proper record keeping and State and Federal record compliance.
7. Coordinates annual MIIP audit with audit firm.
8. Reconciles monthly COBRA report and premiums.
9. Follows policies, procedures, standards and rules in accordance with national and state laws, the Iowa Dept. of Education and GWAEA, which includes, but is not limited to, developing and maintaining proper and adequate records and documentation.

Additional Responsibilities

1. Participates in projects, committees or activities to support the Agency's mission, goals, and priorities.
2. Participates in staff development and professional growth activities.
3. Demonstrates self-discipline and initiative to produce high-quality, organized and dependable results.
4. Conveys a positive and professional image to staff and public.
5. Handles information in a confidential manner in accordance with established policies and legal requirements (FERPA, HIPAA, etc).
6. Assesses general needs of MIIP and makes recommendations for addressing those needs.
7. Performs such other duties as may be assigned.

Knowledge, Skills and Abilities

1. Ability to communicate effectively and maintain effective working relationships.
2. Ability to function effectively as a team member and work collaboratively with others and independently as appropriate.
3. Ability and willingness to be flexible and respond to the changing needs of clients and the Agency

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Knowledge, Skills and Abilities cont.

4. General knowledge of accounting practices and state and federal legislation regarding COBRA, HIPAA, medical, dental, vision, and flexible spending accounts.
5. Ability to use data for informed decision making.
6. Proficient in computer skills, including spreadsheets and financial software.
7. Ability to prioritize, organize and meet deadlines within allotted timeframes.

Knowledge, Skills and Abilities, cont'd

8. Ability to read and interpret documents, write reports and correspondence, and apply appropriate mathematical concepts.
9. Ability to use and integrate technology appropriately in daily work which includes, but is not limited to, efficient operation of telephone and voice mail systems and application of basic computer skills to effectively use e-mail, internet and word processing.

Physical Requirements

1. Ability to travel between agency facilities.
2. Normal, routine levels of activity related to bending, carrying, climbing, hearing, lifting, reaching, sitting, standing, vision and walking, and may also involve above-average levels of activity at times that can't always be anticipated.

EOE/M-F-H-V