



BOWLING GREEN STATE UNIVERSITY

Office of Human Resources
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Position Vacancy Announcement

ACCOUNT CLERK 2

Student Health Service - Student Affairs

Pay Grade: 6/\$13.73

Job Opening Number: J-61525

Posted: October 12, 2009

Posting Deadline: 1:00 p.m., Friday,
October 23, 2009

Work Schedule: Full-time position. Days/hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday. Full benefit package available.

Position Summary

This position is responsible for the implementation, administration, and communications of the mandatory BGSU sponsored Student Health Insurance Plan and operations of the Student Insurance Office. S/he will provide direct customer service to the students of BGSU and serve as a liaison to the Student Health Insurance plan vendor.

Essential Duties, Tasks and Responsibilities

- Assists and educates students on BGSU Sponsored insurance plan design and mandatory requirements for enrollment. This task is accomplished through mass e-mails, face to face, telephone calls and presentations at orientation/registration.
- Oversees and performs all Peoplesoft functions in relationship to billing/adjustments/enrollment and indicators students receive when accessing their "My BGSU" web portal to ensure proper entries are placed on student's accounts.
- Direct liaison with our insurance vendor to assist covered students with benefit, eligibility and claims processing issues. This is accomplished through web site functions, weekly conference calls and daily calls when necessary with pertinent issues.
- Obtains, interprets, analyzes insurance enrollment and utilization reports and verifies University student enrollment.
- Assists students in accessing health care and claim processing review for medical services "outside" the SHS by providing accurate information to our insurance vendor in regards to referrals and providing students with physician and medical facilities covered under the University sponsored insurance plan.
- Coordinates with offices outside the SHS including but not limited to: Bursar, Financial Aid, International Programs, Graduate Programs and Study Abroad to track and resolve student insurance billing, enrollment and eligibility issues.

- Reviews and analyzes outside insurance policies comparing them to the federal guidelines to determine if mandatory enrollment in the BGSU sponsored insurance plan is required.
- Assists with development of office procedures and processes and updates office procedure manual and related forms.
- Supervises student employee(s) and coordinates the office work flow and schedule to accommodate student needs.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Major Worker Characteristics

Knowledge of bookkeeping; agency bookkeeping system*; office practices and procedures*. Skill in operation of adding machine and calculator; typing. Ability to deal with a variety of variables in somewhat unfamiliar context; calculate fractions, decimals and percentages; cooperate with co-workers on group projects; prepare meaningful, concise and accurate reports; gather, collate and classify information about data, people or things. (*) Developed after employment.

Minimum Class Requirements

Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus: two courses in high school accounting or two courses in accounting for bookkeepers offered by college (or six months experience); one course in applications of adding machine and calculator (or one month experience); or equivalent.

Preferred Qualifications

Nine to twelve months experience in College Health Medical Insurance plan administration.

Selection Criteria

Employees: Interview with department; evaluation of experience, training, and education; supervisory evaluation of past work experience. Public applicants: Pre-screening of employment application for minimum state qualifications. Department will determine who will be interviewed through evaluation of experience, training and education. Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/ Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at: <http://www.bgsu.edu/offices/ohr/employment/>

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Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.

We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.