


JOB TITLE
Benefits Manager
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Company
 Jericho HR Group

Work Setting
 Corporate HR

Job Description
 Benefits Manager
 Location: Chicago, Illinois
 Salary & Bonus

AdChoices

**Human
Resource
Management**

 Earn Your MS,
 No GRE/GMAT
 Required.
 Evenings,
 Online, Part-
 Time Classes
www.lasell.edu/HRMan...

The ideal candidate will have a strong background in analyzing and reporting benefits data. Candidates must have advanced Excel, report writing (e.g. Cognos experience a plus) and accounting skills. Experience with in-house FMLA administration is also required.

Responsibilities
 401k

- Acting as liaison between 401(k) Vendor Company, 401(k) Investment Committee and consultant to ensure smooth administration of the Company's 401(k) plan.
- Managing the annual 401(k) nondiscrimination testing process.
- Managing the Quarterly Open Enrollments for the 401(k) plan.
- Acting as liaison between employees and the 401(k) vendor handling all inquiries regarding contributions, loans, distributions.
- Adjusting employee and client charges as necessary via the Payroll system.
- Providing information to external vendors and managing IRS Form 5500 preparation/submission.

Health and Welfare

- Acting as liaison between health insurance vendor, broker/consultant, Human Resources, and employees in addressing claims issues.
- Developing/updating benefits policies.
- Acting as resident expert for ERISA, HIPAA, and COBRA issues.
- Coordinating annual Open Enrollment process for medical benefits and comparing existing benefits programs to selected benchmarks to evaluate competitive position of the Company's benefits programs
- Consulting with field management to provide appropriate solutions when a client has special benefits needs.
- Designing materials which accurately and creatively communicate benefits changes, additions, and enhancements to employees.
- Acting as liaison between employees and medical insurance vendors
- Investigating recurring employee complaint issues and recommending remedial action by vendors when necessary.

FMLA and ADA Administration

- Managing the in-house FMLA and ADA compliance programs.
- Maintaining open dialogue with employees regarding their FMLA or ADA requests.
- Working effectively with field locations to develop and implement accommodation requests.
- Maintaining all files and personnel system as they relate to FMLA requests.

Analysis

- Maintaining metrics regarding health insurance and 401(k) participation.
- Producing and analyzing reports that reflect benefits activity and overall trends.
- Reviewing administrative, technological, and financial feasibility of proposed new program offerings.
- Overseeing the review of all billing to ensure accuracy.
- Working with vendors to improve or streamline processes to increase efficiency or save time.
- Reviewing vendor invoices against accounting reports so that payments made are appropriate and proper credits are issued by vendor when applicable.

Requirements:

- Bachelor's Degree
- Five years of experience managing/administering various types of benefits programs at a multi-site (multi-state) company.
- Ability to communicate effectively with all levels of employees (verbal and written).
- Experience interpreting union contracts.
- Familiarity with ERISA, HIPAA, COBRA, FMLA and ADA and various state and federal laws applicable to employee benefits.
- Familiarity with AS400-based HR and payroll systems a strong plus.
- Experience setting up benefit plans in a HRIS system
- Prior experience as a Benefits Manager, Sr. Benefits Specialist or Benefits

Analyst in a multi-state environment for a mid - large sized company (employing 1,000+ employees).

If you are interested and qualified, please send a "Word" copy of your resume/CV and salary requirements to the address below. When applying, please indicate the job and the location in the subject line of your e-mail. If this position is not for you and you know of someone who might be interested, please forward this to them.

Jericho HR Group
www.jerichohr.com
jobs@jerichohr.com

State
IL

Type of Work
Full Time

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