

POSITION DESCRIPTION

Job Title: Benefits Administration Assistant – Part Time

Reports To: Director of Human Resources

GENERAL DESCRIPTION:

The Benefits Administration Assistant will be primarily responsible for reviewing employee benefit enrollments and processing monthly vendor payments for benefits. This position's responsibilities also include accounting for employee benefits and assisting with month end accounting procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Benefits

- Work with Director of Human Resources to accumulate and process data relating to employee benefit enrollments and related premium charges
- Review payroll benefit withholdings each pay period for any changes in benefit premium charges
- Review and submit benefit invoices for payment to the Director of Human Resources
- Import allocation of benefit charges to the Accounting general ledger system, Sage MIP
- Prepare monthly reconciliation of payroll Benefits Withholding accounts
- Work with Director of Human Resources on any projects relating to benefits

Self-Funded Benefit Plans

- Monitor self-funded benefit plans - Medical and Dental
- Reconcile monthly, weekly claims payment funding with United banking reports
- Provide Accounting with weekly claims funding and stop loss reimbursement documentation.

COBRA

- Monitor COBRA participant premium billing and payments
- Provide Accounting with monthly Premium Distribution Reports for COBRA premium payments received
- Prepare monthly reconciliation of COBRA participants

QUALIFICATIONS:

- A Christian active in a local evangelical church
- Proficient in MS Office, advanced in Excel, required
- Proficient in internet access and email communications, required
- Prior experience with ADP Workforce Now platform, preferred

KNOWLEDGE, SKILLS & EXPERIENCE:

- Bachelor of Science in Accounting or Human Resource Management, preferred
- Prior work experience within a non-profit environment, preferred
- Detail oriented and organizational skills
- Oral and written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Ability to work in a fast-paced environment

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