



## Job Description

**JOB TITLE:** Benefits Specialist  
**REPORTS TO:** Director of Human Resources  
**HOURS/STATUS:** Full Time: 37.5/Non-Exempt  
**SALARY RANGE:** \$22 - \$30 Hourly

### JOB SUMMARY

Under the supervision of and in cooperation with the Director of Human Resources is responsible for fulfilling responsibilities in benefits administration, and employment law compliance.

### SPECIFIC JOB RESPONSIBILITIES

- Participates in benefits administration, including claims resolution, approval of invoices for payment, distribution of annual employee notices as required, and assisting with benefits reporting requirements. Support plan audit of all benefits.
- Administers health and welfare plans, including enrollments, changes, and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions. Assist in resolution of conflicts.
- Ensures compliance with COBRA guidelines by entering separations into vendor platform. Assist in resolution of conflicts.
- Coordinates health, life and disability insurance enrollments and communicates with service providers concerning routine administration of programs. Assist in resolution of conflicts.
- Administers disability, workers compensation, and family leave plans including FMLA and NYPFL.
- Performs benefit Orientation for all new employees.
- Participates in developing department goals, objectives, and systems.
- Maintains other records, reports, and logs to conform to EEO regulations.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Assists in evaluation of reports, decisions, and results of department in relation to established goals. Recommends innovative approaches, policies, and procedures to continually improve efficiency of the department and services performed.
- Maintains compliance with federal, state, and local employment and benefits laws and regulations.
- Performs customer service functions by answering employee requests and questions.
- Conducts audits of benefits or other HR programs and recommends corrective action.
- Assists in organizational training and development efforts.
- Maintains human resource information system records and compiles reports from the database.
- Assists with processing of terminations.

- Prepares and transmits Retirement Plan remittances
- Serves as backup to Human Resources Generalist, including orientation, etc.
- As needed, assists with processing Employee change letters, salary letters, and other similar related documents.
- Assists with CFO reports for budgets, special projects, etc.
- As needed, assists with, coordinates and processes payroll including employee maintenance, review of payroll processing reports, transmittal to payroll vendor, and distribute paychecks to employees.
- As needed, assists with, and prepares Cash Requirement Report for CFO.
- Performs other related duties as required and assigned.

## **QUALIFICATIONS**

Candidates for this position will have: the ability to demonstrate and provide examples of continuous personal development and improvement; a customer-focused attitude. Must have excellent communication skills (verbal and written); critical thinking skills, attention to details, strong organizational and prioritization skills, and the ability to effectively manage multiple tasks/projects. Must be able to demonstrate computer literacy and proven experience with Microsoft Office (Word, Excel, and PowerPoint) HRIS, and payroll systems. Must be sensitive to the cultural diversity of others and facilitate trusting relationships and partnerships with board members, vendors, and co-workers. This position requires a high degree of confidentiality, organizational and time management skills. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, with or without reasonable accommodation.

## **EDUCATION and/or EXPERIENCE**

Associate's degree in business administration or related field and three to five years of relevant experience in benefits administration, or equivalent five to seven years of experience. Experience should include software knowledge and report writing skills (Paychex preferred), benefits including open enrollment and invoice reconciliation, leave administration, COBRA, retirement plans, audits, compliance, FSA, and HSA.

## **EQUAL OPPORTUNITY EMPLOYER**

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have read this job description and completely understand the job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that future performance evaluations are based on my ability to perform the duties and responsibilities to the satisfaction of my immediate supervisor. I have had the opportunity to discuss questions that I may have prior to signing this form.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Please apply to: [employment@holychildhood.org](mailto:employment@holychildhood.org)