

JOB DESCRIPTION

POSITION TITLE: Manager, Health & Welfare Compliance Operations
DEPARTMENT: Health & Welfare
HIPAA LEVEL: 2/2
FLSA: Exempt
DATE OF LAST REVISION: December 2020

SUMMARY

This position is responsible for driving the initial and annual client compliance data collection program. Manages the team responsible for conducting annual cafeteria plan nondiscrimination testing and for working with client owners and key decision makers to set up company structure for ongoing eligibility determination.

ESSENTIAL FUNCTIONS

Under limited supervision and much decision-making:

- Leads annual cafeteria plan nondiscrimination testing program from initial compliance data collection to final communication of pass/fail results to client key decision makers and their impacted employees (e.g. HSA, FSA, DCFS, GHP).
- Advises client owners, key decision makers and internal partners, and serves as subject matter expert on classing of benefits for clients, identification of related entities (i.e., controlled groups), benefits eligibility by business tax type, and identification of owners, lineal relatives, highly compensated employees (HCEs) and key employees.
- Oversees the team dedicated to providing escalated email and phone support to client key decision makers throughout an initial and annual client compliance data collection process that supports nondiscrimination testing as well as other compliance initiatives across the company (e.g., ACA, SBEA, self-employed owners, 401(k)).
- Works closely with Legal, Sales, Retirement Services, Finance and Service department leadership to develop client compliance strategy and support the compliance function.
- Evaluates the impact of new and changing laws and regulations on current business processes and manages projects to deliver increased value and efficiencies.
- Develops and revises operations procedures to identify issues and gaps that could cause potential problems for Insuperity and its clients.
- Facilitates training for the Contact Center as well as Sales and Service providers.
- Manages the day-to-day operations of the team. Determines group workload, assesses staff needs and monitors skill development.

SUPERVISORY RESPONSIBILITY

Supervises others: Yes

OTHER RESPONSIBILITIES

- Assists in the accomplishment of Insuperity Company goals.
- Helps other employees to accomplish Insuperity Company goals.
- Performs other duties as may be assigned by department supervisor.
- Participates in the Disaster Recovery plan as required.

EDUCATION / EXPERIENCE REQUIREMENTS

- Bachelor's Degree in business related field is required. Advanced training through postgraduate studies is preferred.
- Five to seven years of experience in benefits compliance or accounting is required.
- Three or more years of supervisory experience is required.

LICENSES / CERTIFICATIONS

CPA designation is a plus.

KNOWLEDGE / SKILLS

- In-depth understanding of the complex legal requirements of employer-controlled groups and ERISA mandated nondiscrimination testing, such as the Eligibility Test, Contributions and Benefits Test, Key Employee Concentration Test, and 55% Average Benefits Test.
- Solid understanding of employee benefits laws and related IRC and DOL regulations such as IRC §125, §129, §105(h), and §79.
- Ability to interpret, analyze, and apply rules of taxation to support clients across various business types (e.g. Corporations, S Corps, Sole Proprietorships, LLCs).
- Strong verbal and written communication skills as well as ability to communicate complex issues in an understandable form.
- Ability to communicate complex ideas to business leaders as well as client owners, key decision makers and their legal counsel and tax advisors.
- Ability to perform well in a fast-paced environment.

PHYSICAL REQUIREMENTS

Performs light work; exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects.

TRAVEL REQUIREMENTS

Travels: Yes
If yes, up to 5% of time

What percent of time is this position required to drive a vehicle (other than Company issued) for business purposes? 5%

HIPAA LEVEL

HIPAA Plan Level identifies if the position is authorized to use and disclose protected health information. **Plan Level 2** – Authorized to exchange basic eligibility and enrollment information. Should transfer requests for any other medical information or issues to a Plan Level 1 position.

HIPAA Security Level designates a positions access to electronically held protected health information. **Security Level 2** – Permitted “read only” access to protected health information. May only view screens containing protected health information.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be required by the supervisor.

ACKNOWLEDGED: Employee

Date

EMPLOYEE: Printed name