



JOB DESCRIPTION

Job Title: Benefits Compliance Manager

Reports To: Vice President, Employee Benefits

All interested candidates please email: **Mark Pearson – mark.pearson@bldr.com** with your updated resume.

PURPOSE

Responsible for implementation and maintenance of all aspects of benefits plan compliance for health and welfare and 401(k) plans and other programs as assigned. Responsible for maintaining compliance policies and procedures as necessary, ensure completion of various regulatory filings and employee communications (5500 filings, SPDs, SMMs, SARs, etc.). Ensure compliance with federal and state laws, including ERISA, HIPAA, ADA, FMLA, ACA, and IRS regulatory requirements of health and welfare plans and 401(k) plan in accordance with Company directives supporting 13,000+ employees in a multi-state environment. Manages assigned benefits staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage the development, revision, distribution and record retention of plan documents and summary plan descriptions for all benefits plans.
2. Ongoing identification of employees with access to PHI and ensuring appropriate HIPAA training is assigned and documented.
3. Manage the leave of absence program, as administered by third-party vendor and internal administrator, to include development and maintenance of efficient processes and effective communication of same oriented to employees, managers and HR staff.
4. Oversight of the 401(k) plan and internal 401(k) plan administrator and external recordkeeper/trustee. Ensure timely and accurate remittance of plan deposits.
5. Responsible for annual audit of 401(k) plan and certain H&W plans and coordination of same with external auditors.
6. Responsible for data compilation for annual 401(k) non-discrimination testing, review and analysis of test results.
7. Ensure all annual compliance filings for benefits plans, such as 5500s, etc. are facilitated and timely filed.
8. Manage and mentor direct reports and assess ongoing needs for skill development.
9. Develop and execute processes to accomplish established objectives with key organizational members (finance/payroll/HR), service providers, third-party administrators and brokers/consultants.
10. Handles non-recurring specialized and complex correspondence and inquiries from employees, HR representatives and third parties associated with areas of compliance.
11. Develop and maintain master compliance calendar for required notices and related mailings, government filings, etc.
12. Other duties may be assigned.

COMPETENCIES

- Exceptional verbal and written communication skills
- Skill in establishing and maintaining effective working relationships
- Strong interpersonal and networking skills
- Strong leadership and management skills, including driving results through people
- Strong project manager with the ability to work with cross-functional teams to achieve desired end results
- Understanding of various corporate functions and operations such as payroll, finance, tax, legal, SOX internal audit controls, etc.
- Superior analytical, organizational and problem solving skills with the ability to assess complex problems and provide the appropriate compliance solutions
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and government regulations
- Knowledge of ERISA, PPACA, COBRA, HIPAA, FMLA, USERRA, ADA and Section 125
- Proficiency in Microsoft Office Suite and human resource management systems
- Ability to maintain confidentiality and appropriately handle sensitive information with discretion

MINIMUM REQUIREMENTS

Bachelor's degree or equivalent work experience of at least seven (7) years of progressive employee benefits experience with multi-state employer. CBP, CEBS certification preferred.

WORK ENVIRONMENT / PHYSICAL ACTIVITY *The work environment and physical activity described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work is in an office setting and generally sedentary with physical effort associated with using a computer, but may involve walking or standing for brief periods of time.
- May be required to occasionally lift, carry, push, pull, or otherwise move objects up to 25 pounds.
- Occasional travel may be required.