

ALL INTERESTED CANDIDATES PLEASE EMAIL: MARK PEARSON – mark.pearson@bldr.com WITH YOUR UPDATED RESUME.

BENEFITS ANALYST – BUILDERS FIRSTSOURCE

PURPOSE

Analyzes and implements efficient administration of benefit plans including health insurance, life insurance, retirement plans, income continuation and other benefit programs. Ensures legislated requirements and programs are compliant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Extracts, analyzes, and distributes benefit/payroll reports as needed. Analyzes data, and recommends improvements accordingly both internally and externally. Provides recommendations in determining basic characteristics of recurring reports, such as format, frequency, and distribution of report.
2. Extracts all benefit file feeds from the Ceridian payroll system and sends to various carriers to update carrier systems. Maintains relationship with carriers and resolves any issues related to the file feeds.
3. Prepares and transmits COBRA files to third-party administrator weekly.
4. Processes Benefit Deduction Interface (BDI) and reconciles with Payroll Sequence Transaction reports each pay period.
5. Assists with the coordination of the annual open enrollment process to ensure a timely and accurate transition into the new plan year.
6. Administers internal Dependent Eligibility Audit ensuring only qualified subscribers are enrolled in health plan.
7. Reconciles and processes monthly billing for benefit vendors.
8. Develops benefits communications and updates/maintains ongoing benefits materials.
9. Maintains benefit records and files and audits HRIS systems to ensure data integrity.
10. Maintains Benefits section of company Intranet.
11. Assists with special projects.

MINIMUM REQUIREMENTS

High school diploma or general education degree (GED) and 1 to 3 years of related work experience in Benefits Administration or equivalent combination of education and experience. Working knowledge of Human Resource systems (Dayforce experience preferred) and proficiency in Microsoft Office Suite – specifically, Excel and Word. Ability to read and interpret documents and write routine reports and correspondence. Ability to speak effectively. Bi-lingual in Spanish preferred.

COMPETENCIES

1. Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
2. Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
3. Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions.
4. Teamwork - Balances team and individual responsibilities; Escalates issues to next level as needed; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.
5. Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

6. Organizational Skills - Follows issues through to completion; Demonstrates attention to detail; Shows ability to multi-task.

WORK ENVIRONMENT/PHYSICAL ACTIVITY

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, such as that required to work with a computer. The work environment is that which is typical of an office setting. The noise level in the work environment is usually quiet.