

[https://careers.varsitybrands.com/us/en/job/BN\\_22-3601/Benefits-Manager](https://careers.varsitybrands.com/us/en/job/BN_22-3601/Benefits-Manager)



## **BSN SPORTS™**

POSITION TITLE: Manager, Benefits

DEPARTMENT: Human Resources / Total Rewards

POSITION REPORTS TO: Director, Benefits

### COMPANY OVERVIEW:

Varsity Brands inspires achievement and creates memorable experiences through elevating the student experience in Sport, Spirit and Achievement. We are the recognized leader in team athletic gear, the driving force in Cheer Leading, and the most trusted name in celebrating student milestones. We partner with educators, coaches and students to build student pride, student engagement and community spirit. We work as a team and live strongly by our values.

### POSITION PURPOSE:

The Manager, Benefits will report to the Director, Benefits and will manage a team of three to six benefits employees. The position is responsible for program administration and day to day operations of all Varsity Brands- benefit offerings, as well as ensuring compliance with all governmental regulations.

### EDUCATION REQUIREMENTS:

Bachelor-s degree

CEBS certification preferred

### EXPERIENCE:

The right candidate will have multiple years of experience in benefit administration in a multi-state environment with 2,000 plus eligible employees. Knowledge and experience with the following benefit plan types is expected: self-insured medical, pharmacy, FSA, HSA, dental, vision, life, disability (including voluntary coverage lines), and 401(k). Experience leading teams and managing vendor relationships is essential.

### COMPETENCIES:

- Ability to Work High - Low: Ability and willingness to manage the benefits team , but also to roll up the sleeves to ensure commitments are delivered and processes are improved.
- Communication: Excellent communications and presentation skills, both written and verbal, including confidence and presence to engage effectively with senior executives. Must be a positive change agent and be able to influence at all levels as well as possess the ability to explain financial jargon to a non-financial person.

- **Critical Thinking - Business Acumen:** Strong analytical skills and judgment, curious around the right questions, can quickly understand where and how an organization creates value through benefit offerings.
- **Leadership:** Ability to lead people through a process or change. Possess an energetic, positive can-do attitude, influence the outcome of workstreams and recognize when to take charge.
- **Influencing Skills:** Able to work cross functionally at all levels of the organization and manage / prioritize multiple tasks on tight deadlines. Strong project management, communications and/or change management skills are extremely important.
- **Driven:** Thrive in a fast-paced, deadline driven, rapidly changing environment. Maintain a positive, service-oriented attitude while managing competing priorities.
- **Discretion:** Exercise sound business judgement around the sensitivity of the information you are privy to and maintain the utmost confidentiality and discretion in business relationships.

#### **PRIMARY ACCOUNTABILITES:**

- Responsible for the administration, day-to-day operations and communication of Varsity Brands- company-wide benefits offerings: self-insured medical, pharmacy, FSA, HSA, dental, vision, life, disability (including voluntary coverage lines), and 401(k).
- Manages a team of benefits professionals, fostering collaboration across corporate functions and business units to accomplish benefits objectives.
- Manages open enrollment process. Schedules and leads meetings or information sessions, drafts and sends employee communications, partners with HRIS team to set up systems, answers questions or inquiries, and transmits enrollment data to vendors or administrators.
- Assists with implementation of a holistic well-being program and ongoing administration and communication.
- Maintains relationships with vendors, brokers and carriers for seamless administration.
- Oversees benefits compliance management. Partner with our benefits brokers to ensure our benefits are meeting all legislative requirements including, but not limited to 5500 filings, FSA discrimination testing, annual 401k audits, ACA reporting and required notices.
- Strong understanding of relevant federal regulations, ensure that benefit plans are administered in compliance with all federal and state laws and regulations including, but not limited to ACA, ERISA, HIPAA, COBRA, IRC Section 125, and FMLA.

- Manages leave and disability programs, including short-term and long-term disability, workers compensation, and other leave requests, which may include accommodation requests under the ADA.
- Maintains complete and accurate records of leave and accommodation requests in accordance with specified legal requirements and documentation of best practices.
- Monitors CDC guidance and employment regulations related to COVID-19, and ensure all practices, benefits and programs support a healthy and safe environment for employees
- Participates in the continuous improvement of processes and procedures to drive efficiencies, eliminate manual processes, and improve the employee experience.
- Ability to manage multiple assignments, with ability to assess competing priorities in a fast-paced environment
- A problem solver who is proactive, able to connect the dots and willing to take initiative.
- Advanced knowledge of Microsoft Office applications (e.g., Word, Excel, PowerPoint).
- Assist with annual or ad-hoc plan audits.
- Assist with miscellaneous or ad-hoc activities and responsibilities.