

Benefits Analyst-Dallas

Location: Dallas, Texas

Categories: Human Resources

Req ID: 14939

Remote/Virtual Position: No

<https://careers.accentcare.com/careers-home/jobs/14939?lang=en-us>

Job Description

Overview

Why You'll Love Being a Benefits Analyst at AccentCare

Building Better Together. Bringing passion and purpose to all we do! We have a bold vision to reimagine care. And that's possible because of every individual team member. AccentCare believes investing in people and their opportunities produce more satisfying careers, personal growth, and better patient outcomes. In addition, we emphasize training and hiring a diverse workforce with the lived experience and skills to deliver culturally competent, inclusive care.

Responsibilities

Benefits Analyst Responsibilities:

The Benefits Analyst is responsible for researching, analyzing, evaluating, and administering corporate benefit plans and programs to meet the organization's strategy. Answering employee questions and handling any issues that relate to the company's benefits plan and policies as well as working with vendors. Stay abreast of any changes in employee benefits trends as well as workplace legislation. Work with large amounts of data and be able to keep track of this data and spot trends and errors, as well as make recommendations and corrections. Although one Benefits Analyst will focus more on 401k, Deferred Compensation, Health Savings Accounts and Flexible Spending Accounts and the other will focus on Deductions, Reconciliations, Arrears, Audits and ACA, there's an opportunity for some cross training between the two positions.

General Responsibilities

- Helps ensure company compliance with provisions of Employee Retirement Income Security Act and the Affordable Care Act. Stay current with benefit related changes, especially related to federal and state compliance
- Provides management planning and control information by collecting, analyzing, and summarizing employee benefit data and trends.
- Helps evaluate proposed employee benefit contracts by studying provisions and estimating impact.
- Recommends development and revision of employee benefit programs by examining, evaluating, and optimizing employee understanding, acceptance, and interests, costs, regulatory requirements, and competitive advantage.

Primary for (401k, DCP, HSA, FSA) Responsibilities

- Responds to 401(k) and Deferred Compensation Plan (DCP) inquiries from managers and employees relating to enrollments, plan changes and contribution amounts.
- Ensures compliance to retirement plan rules and regulations; and encourage employees to save for retirement.
- Supports 401k testing, plan audits and compliance.
- Oversees HSA/FSA/401k Funding.
- Serves as primary liaison with HRIS team working to solve problems to increase and optimize automation and serves as liaison to Treasury and Accounting.
- Handles daily 401k tickets and manual error file, Empower files such as contribution and loan files, NY 401k Non-Elective contributions, and HSA Bank contributions.
- Provides back up for Deductions, Reconciliations, Arrears, Audits and ACA

Primary for (Deductions, Recons, Arrears, Audits, ACA) Responsibilities

- Ensures the accuracy of all benefits enrollments in the systems to provide vendors with accurate eligibility information.
- Performs monthly quality checks of benefits-related data, providing necessary reports for allocation/billing charges.
- Manages the annual catch-up contribution enrollment.
- Performs Manual Benefit Invoice Prep and monthly benefits reporting to accounting.
- Prepares quarterly ACA measurement status reports and review ACA prep documents for 1095 development at vendor.
- Manages Manual Benefits Arrears process.
- Files audits and reconciliation oversight.
- Ensures compliance to retirement plan rules and regulations; and encourage employees to save for retirement.
- Serves as back up for 401k, DCP, HSA, FSA

Qualifications

- Associate degree in Human Resources – Benefits or Data Analytics/Management or equivalent, relevant experience
- Bachelor’s degree preferred
- Comprehensive knowledge of theories, concepts and practices and ability to use in complex, difficult and/or unprecedented situations.
- Working knowledge of Workday, Bswift and/or HR Acuity, a plus

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SKILLS/ABILITIES:

- Advanced excel skills and ability to manipulate large data sets
- Detail oriented with strong analytical skills and a result driven work ethic
- The ability to identify the component parts of a situation and the relationship among variables, understanding the potential consequences or implications of situations, decisions, actions, or ideas.
- Applies appropriate frameworks, principles, and models to solve problem.
- Organizes the planning process, developing detailed project schedules including tasks, accountabilities, and deadlines and communicating changes and progress.
- Ability to create complex documents, spreadsheet analysis models, and advanced graphics utilizing current systems.
- Strong project/process/time management skills
- Strong written and verbal communication skills with quick response time
- Ability to work in a fast paced, multi-task environment with competing priorities
- Ability to multi-task and prioritize during high volume, high demand time
- Excellent interpersonal/listening skills

Questions? Please, call (833)961-2988 or email us to speak with a recruiting specialist directly.