

## Benefits Analyst

### What You Will Do:

Analyzes company benefits policies and data concerning prevailing practices among similar organizations. Establishes competitive benefit programs and complies with legal requirements. Coordinates the administration of company benefit programs. Resolves employee benefit issues and maintains benefit records. Prepares and facilitates employee benefit communications to include benefit orientations, trainings and open enrollment. Document and maintain administrative procedures for assigned benefits processes. Responsible for benefits processing to include but not limited to enrollments, COBRA, terminations, changes, beneficiaries, disability, accident and death claims, rollovers, QDROs, QMCSOs, distributions, loans, hardships, and compliance testing. Processes monthly billings and the preparation of payment of administrative and premium fees for group plans. Provide customer service support to internal/external customers and actively collaborates/communicates with benefit provider partners. Processes and administers all leave-of-absence requests, and disability paperwork: medical, personal, disability and FMLA. Process workers' compensation claims promptly and accurately.

### Where You Will Work:

This role is hybrid which involves a combination of remote and on-site work at our San Antonio, Tx locations for occasional in-person meetings and events based on business needs.

### Our Core Values:

All employees should demonstrate our SSFCU core values -- Caring, Innovative, Honest, Fair and Dedicated -- while providing enthusiastic, professional, and courteous service to SSFCU members and employees.

### What We Offer:

SSFCU offers a comprehensive total rewards package. Benefit options include medical, dental and vision insurance; health savings and flexible spending accounts; company paid employee life insurance; supplemental life insurance plans; supplemental insurance plans for hospital and critical accident; short term disability; company paid long term disability; paid sick and safe leave, paid vacation, 401K match with immediate vesting, tuition reimbursement, employee tenure and award programs, access to an on-site fitness center or gym membership reimbursement program. Employees can participate in our award-winning Total Wellbeing program focusing on physical, financial and emotional wellbeing. We invest in our communities through our Volunteer Corps and in you, through ongoing growth and development opportunities.

### What We Require:

Bachelor degree in Business Administration, Human Resources Management or equivalent education and/or experience. Minimum of three (3) years benefit



administration experience in the areas of cafeteria benefits, flexible-spending accounts, 401(k) plans, COBRA and HIPAA administration and compliance, etc. Thorough knowledge of federal and state laws affecting employee benefits such as COBRA, HIPAA, ERISA, FMLA, PPACA, IRS Tax Code, Workers Compensation, etc. Good organizational skills and the ability to prioritize work, multi-task, and meet deadlines. Knowledge of Microsoft Word and Excel. Able to work flexible hours, including weekends and evenings based on business needs.

**Ideal Candidate Will Have:**

Knowledge of HR systems and software such as ADP. Ability to convey clear, concise information in verbal, written, electronic and other communication formats; and to demonstrate active listening while engaging others. Demonstrate proficiency with Microsoft Office products (Outlook, Excel, PowerPoint, and Word); to include advanced MS Excel skills. Maintain and handle matters of confidentiality with upmost tact and diplomacy. Attention to detail. Ability to meet deadlines and prioritize multiple initiatives at a time.

**Who We Are:**

Security Service Federal Credit Union is an industry leader who has built a reputation of innovation, strength, and stability. We pride ourselves on discovering and developing employees who have exceptional character and a genuine passion for helping others. In return, we deliver a comprehensive total rewards package that supports the financial, physical, and emotional wellbeing of our employees.

**Additional Information:**

We are an EEO Employer that provides equal employment opportunities to all qualified applicants without regard to race, sex, sexual orientation, gender identity, national origin, color, age, religion, protected veteran or disability status, or genetic information.

**Apply**