

At H&P, our people are our strength.

Since 1920, Helmerich and Payne has been the industry's most trusted partner in drilling productivity and reliability. As the world changes, so does our approach. We are changing the landscape of drilling by using cutting-edge rig technologies and drilling solutions to build upon a century of success, all while continuing to deliver better outcomes for our customers.

At H&P, our people are our strength. We strive to continually lead with our Core Values that enable employees to develop on their H&P Journey. We believe that doing the right thing means creating a more diverse, equitable, and inclusive workplace that empowers our people to bring their authentic selves to work every day.

Some companies offer career paths. We offer a Journey of a Lifetime. Let's go far, together. Hear directly from our employees, and leaders about their [unique journeys at Helmerich and Payne](#).

At a Glance:

The Senior Benefits Analyst researches, analyzes, evaluates and administers corporate benefit plans and programs. Monitors benefit trends, stays abreast of benefits legislation, develops and disseminates communications and provides development to other Benefits team members. Strong wholistic benefits expertise to insure and drive excellence in customer service, regulatory compliance and policy and program recommendation, interpretation, and implementation. Primarily responsible for benefit plan analytics, communication and project management support for various retirement and health & welfare benefit initiatives.

Location: We are open to candidates who live in the greater Tulsa, Oklahoma area, the greater Houston and Dallas, Texas areas. This position is eligible for hybrid office location and flex work scheduling to create better work/life integration.

What you will do:

- This position performs a variety of retirement and benefits program activities, including but not limited to program analysis, assisting with program design, implementation and communication, as well as regulatory compliance and education
- Responsibilities also include partnering with internal team members and third-party vendors to manage the completion of the day-to-day processing tasks.
- Assist with review of the health/welfare program and the retirement plans to ensure they are administered in accordance with plan documents and meet regulatory requirements. Research plan provisions per plan documents, occasionally consulting legal counsel
- Assist with updating plan documents and established procedures
- Assist with potential/proposed new/change initiatives relative to benefit plan design by running cost comparisons and performing related analyses
- Assist in writing/updating corresponding benefit policies to comply with federal, state, and local laws and regulations and internal procedures

- Performs and assists in compliance activity such as SARs, SPD updates, 5500's and non-discrimination testing
- Supports SOX process mapping and key controls
- Performs and validates success & accuracy of data uploads, enrollments, and other system integrations.
- Researches and responds to benefit questions that are received from employees, retirees, administration vendors, auditors, and HR Business Partners
- Develops or improves process for routine audits and reconciliations to ensure that plan benefits are administered in compliance with benefit plan provisions, enrollments, and federal and state regulations
- Provides timely accounting reconciliations for all benefit plans: payroll deductions and adjustments, claims invoices, administrative fees, pension distributions
- Contributes to the development or improvement of established procedures, assists with resolving operational issues or other benefits related problems to root cause and shares knowledge with benefits team
- Contributes to the development and leadership of Benefit team members. Ensures knowledge transfer, helps identify process improvement opportunities and assists with developing/training skill gaps for career growth/progression.

What you need:

- Inquisitive nature, seeks to understand, verify and improve processes
- Ensures accountability for oneself and others
- Fosters trust within team and with external teams
- Collaborative and engaged team member
- Seeks feedback for growth and development
- Results oriented
- Committed to inclusion and diversity
- Demonstrates excellent organizational and interpersonal skills
- Strong report writing and analytical skills needed
- High/Expert level of proficiency in Excel, Word and PowerPoint
- Ability to research and summarize to assist with effectively implementing new regulations, programs, and policies
- High degree of personal integrity
- Ability to manage to deliverables and deadlines with minimal oversight and direction
- High level of customer service mindset and experience
- Proficient project management skills
- Experience managing vendor relationships
- Bachelor's degree in Human Resources, Business, Finance, or related discipline
- 8+ years of experience administering benefit plans, ACA compliance/filings, Form 5500 filings, Leave of Absence and other time off programs
- Expert knowledge and experience with Health and Welfare, 401(k), Non-Qualified Deferred Compensation and Pension Plans

Not a must, but a plus

- Workday experience a plus
- Access, Power BI, a strong plus

What we offer:

At H&P, our commitment to our people is at the forefront, and that includes benefits that provide employees a sense of health and financial security. We know that life continues outside of employment and actively caring of our people is our priority.

- Comprehensive medical, dental, vision, and life insurance
- Flexible Spending or Health Savings Accounts
- 401k match
- Paid Leave Plans
- Parental & Adoption Benefits
- Disability Coverage
- Employee Assistance Program
- Educational Assistance
- Learning & Development Opportunities
- Flex-scheduling available for qualifying positions to achieve work-life integration

H&P is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status, or disability.

Thank you for your interest in joining our team!