Thank you for your interest in a career at Saint Francis, Tulsa's only locally owned and operated health system serving eastern Oklahoma. We are currently seeking a Benefits Administrator in our Human Resources Benefits Department.

Title: Benefits Administrator

Job Summary: Supports and administers benefit programs to attract, retain and motivate employees.

Essential Functions and Responsibilities

- Supports and administers employee benefit programs such as medical, dental, vision, flexible spending accounts (FSAs), Health Savings Accounts (HSAs), life insurance, disability insurance, defined contribution plans, leave programs, wellness program, and other voluntary benefits.
- Acts as the first line support for employees and entities to respond to benefit questions and requests.
- Works with employees and managers on FMLA/other types of leave of absences and LTD processing/approvals. Performs and monitors timekeeping for employees on leave of absence.
- Assists with coordination and execution of annual plan renewals and enrollments including the modification of benefit materials, scheduling of enrollment meetings, and resolution of post-enrollment issues. Assists with and conducts open enrollment and benefits meetings as needed at various entities.
- Supports compliance with governmental regulations and develops and recommends new processes, procedures, or audits for benefits department.
- Enters, reviews, and validates benefit elections in the Human Resources Information System (HRIS). Write ad hoc reports using HRIS and other resources.
- Assists with developing, reviewing, and distributing summary plan descriptions and documents and ensures timely distribution of these documents.
- Assists with various retirement disbursements and enrollment for matching/retirement plans.
- Works with outside vendors regarding employees' benefits making recommendations and changes as needed.
- Works on special projects and performs other related duties as assigned or requested.

Education: Bachelor's degree in human resource management or closely related field, or relevant experience in lieu of degree.

Licensure, Registration and/or Certification: CBP or CEBS certification preferred.

Work Experience: 3 years of benefits experience.

Knowledge, Skills and Abilities: Demonstrated ability to maintain a high degree of confidentiality. Working knowledge of human resources policies and procedures, HR employment, compensation and related laws. High customer service orientation utilizing tact and diplomacy in interactions with employees and leadership. Effective interpersonal, written and oral communication skills. Ability to organize and prioritize work in an effective and efficient manner ensuring timely completion of assigned projects. Ability to be detail oriented as might be required in the examination of numerical data. Occasional travel required.

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