

August 11, 2020

New Job Posting

Benefits Specialist — City of Raymore, MO

The Benefits Specialist will be responsible for the administration of all employee benefits, open enrollment, and retirement programs. This includes ACA compliance and day to day administration. The candidate must have strong interpersonal relationship skills, strong organizational skills with attention to detail and accuracy, and the ability to handle multiple tasks. The ideal candidate is solutions-focused, diligent, driven to action, and assumes responsibility, taking pride in their work. **Duties/Responsibilities:** Oversee new hire benefits enrollment process; coordinate annual benefits enrollment process including involvement with contract renewals and management with vendor partners. Ensures the accuracy of all benefits enrollments in the HRIS to provide vendors with accurate eligibility information. Assists with new-hire orientations. Performs quality checks of benefits-related data. Assists employees regarding benefits claim issues and plan changes. Distributes all benefits enrollment materials and determines eligibility. Enrolls employees with carriers and processes life status changes. Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries. Processes and administers all leave-of-absence requests and disability paperwork: medical, personal, disability and FMLA. Effectively interprets FMLA and ADA implications as they relate to leaves of absences/disabilities. Responds to retirement plan inquiries relating to enrollments, plan changes and contribution amounts. Assists with the open enrollment process. Administers the tuition reimbursement program. Provides necessary reports for allocation/billing charges. Reconciles and processes all monthly benefit billings. Ensure ACA compliance including monitoring required employee information and information gathering for annual filings, measurement period, eligibility determination, compliance testing, government filings, and other duties related to the health and welfare plan administration. Processes and reports annual ACA requirements Maintains employee database in the HRIS system. Performs departmental administrative duties. With the assistance of the Communications Manager, develops internal promotional initiatives for all the above programs. **Required Skills/Abilities:** Extensive knowledge of employee benefits and applicable laws. Excellent written and verbal communication skills. Excellent public speaking and presentation skills. Excellent organizational and time management skills. Proficient with Microsoft and Google products. **Education and Experience:** Associate degree in HR or related field. Experience and/or other training/certification may be substituted for the education. Three years' experience in HR and/or benefits administration. Experience with Affordable Care Act regulations. **Preferred:** INCODE experience. IPMA Certified Professional (IPMA-CP) or IPMA Senior Certified Professional (IPMA-SCP) certification credential. Previous experience working with a self-funded medical plan. **Physical Requirements:** Prolonged periods sitting at a desk and working on a computer. Must be able to lift and or move up to 20 pounds at a time. **Skills Crucial to the Success of the Position:** Critical thinking skills- Rise to the occasion and create solutions to problems. Excellent organization and project management skills as well as the ability to manage concurrent high priority initiatives while meeting committed deadlines Strong data integrity management and data analytical skills. You should be self-motivated and driven – strives to deliver great results and drive continuous improvement in process and workflow. You should be flexible and adaptable; and thrive in a changing and/or fast paced environment. Technologically competent. Ability to multi-task and analyze unscheduled priorities. **Salary** - \$20.11-\$24.51 DOQ Open Until Filled. EOE. **TO APPLY:** Apply online at: <https://www.raymore.com/Home/Components/JobPosts/Job/141/93>

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