

TITLE: BENEFITS SPECIALIST
SECTION: Finance Department
REPORTS TO: Manager of Payroll and Benefits

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SUMMARY

Under the direction of the Manager of Payroll and Benefits the Benefits Specialist is responsible for processing, monitoring, maintaining, and reconciling complex benefit and financial information in compliance with policies, regulations, statutory requirements and software requirements. Work is performed under direction with independent assessment and action required.

DUTIES

1. Communicates with employees regarding benefit status and provides applicable documents as required.
 2. Processes changes, additions and cancellations of employee benefits for multiple carriers and policies, including checking for accurate completion of benefit forms. Maintains benefit documents, monitors benefit deduction amounts and forwards benefit cards to employees.
 3. Determines Pension eligibility for non-regular employees per Municipal Pension Plan guidelines.
 4. Monitors sick days and submits JEIS referrals to CUPE and Desjardin when applicable
 5. Reconciles and verifies monthly billing for all benefit plans, makes any applicable corrections as well as submits the cheque requests
 6. Reconciles and verifies monthly billing and payment for Long Term Disability benefit plan.
 7. Prepares benefit premium billings for all employees on layoff/recall and all leave of absences, monitors to ensure payments are received by District as well as processes cheques received.
 8. Processes benefit discrepancies and reconciliation issues to ensure appropriate corrections are made to the applicable benefit accounts or employee's taxable benefit history.
 9. Anticipates and prepares for benefit rate changes as well as cycle changes to accommodate summer benefits for 10 month employees.
 10. Prepares benefit files and maintains a variety of records, lists, and reports such as employee information, benefit carrier information, pension correspondence and documents
 11. Receives calls, relays messages and provides information and assistance to benefit carriers, the public, Board officials and District staff by telephone, email or in person.
 12. Reports and monitors overage dependent correspondence as well as making all necessary changes with the benefit carriers.
 13. Performs other related duties as required.
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QUALIFICATIONS

- High School graduation or the equivalent.
 - Completion of Level 1 and 2 Payroll Management Certificate Program or completion of the Certified Employee Benefit Specialist program or equivalent.
 - Minimum of two years of current payroll experience or two years working with employee Benefit plans.
 - Extensive experience working with Collective Agreements and Benefit plans.
 - Keyboarding speed of 200 c.s.p.m. and 50 c.w.p.m.
 - Knowledge of basic office procedures, composing business correspondence as well as excellent time and record management skills
 - Advanced knowledge and skill in using Microsoft Office products including Outlook, Excel and Word.
 - Ability to perform duties independently with speed and accuracy and to work effectively under pressure and with deadlines as well as excellent organizational, interpersonal and communication skills.
 - Ability to maintain the confidentiality of sensitive information seen or heard.
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