POSITION DESCRIPTION

TITLE:	**Senior HR Business Partner / Benefits**
CLASSIFICATION:	Regular full-time, Exempt
REPORTS TO:	Benefits Practice Leader
EFFECTIVE DATE:	March 2019

POSITION SUMMARY:

The Senior Benefits Business Partner / Benefits provides strategic level guidance to all HRBPs and clients related to employee benefit plans including but not limited to health, retirement, leaves of absence, employee wellness and other benefits guidance.

The Senior Business Partner consults and collaborates closely with the Practice Leader to draft and/or review proposals related to employee benefits engagements, presents proposals to potential clients, develops project plans and works through all aspects of project management and implementation. The Senior Benefits Business Partner is supported by an Associate Benefits Partner. Depending on the complexity of the client engagement, this individual may work on-site directly with clients performing the day-to-day functions related to benefit plan management.

Engagements include auditing benefit plans to ensure compliance with regulations, carrier policies, and sector best practices; providing guidance to clients on how best to bring plans into compliance; assisting new organizations with developing and implementing employee benefits; developing communication materials; implementing benefits administration systems (such as HRIS systems); developing processes for improved efficiency and administration; reviewing insurance brokers and identifying and implementing new brokerage firms on behalf of clients; and creating, analyzing and delivering benefits survey data.

DUTIES & RESPONSIBILITIES:

The Senior Benefits Business Partner leads benefits-related engagements including, but not limited to:

- Designing and implementing new and improved client benefit offerings
- Auditing benefit plans to ensure compliance with regulations and carrier polices
- Providing guidance to clients on how best to bring plans into compliance
- Assisting new organizations with identifying, budgeting, implementing employee benefits

- Administering benefits for retainer clients; developing processes for continued administration of benefits;
- Providing guidance during open enrollment and managing the entire open enrollment process;
- Developing communication materials including open enrollment and orientation materials
- Implementing benefits administration systems (such as HRIS and online TPA systems)
- Reviewing insurance brokers and identifying and implementing new brokerage firm relationships
- Creating, delivering and analyzing benefits surveys
- Assisting with the preparation of compliance filings (including 5500's, ACA filings, form 8955 SSA forms; annual employee notices)
- Managing plan audits
- Providing timely and accurate customer service to internal and external clients and client employees by providing analytical support, working collaboratively with vendors to resolve individual employee insurance challenges
- Supporting all types of health insurance plans including large and small groups; fully insured and self-insured medical plans; Section 125, HRA's, HSA plans; retirement plans; life and disability plans, wellness programs, and leave benefits
- Ensuring timeliness and accuracy of required Federal and State government filings and assisting with compliance of ERISA, COBRA, FMLA, SECTION 125, Medicare, IRS, and DOL requirements
- Ensuring proper document retention in accordance with statutory and internal business practices
- Assisting with the review and updates of Plan Documents and Summary Plan Descriptions
- Assisting with vendor management, policy development and ad hoc projects
- Performing other duties as assigned in support of firm's business needs.

KNOWLEDGE, SKILLS & ABILITIES:

- Bachelor's degree or related experience required; CEBS certification preferred;
- A minimum of 7years of progressive work experience managing retirement and health & welfare benefits plans; brokerage or experience working in a professional services/consulting environment strongly preferred
- Expert knowledge of pertinent federal and state regulations, and filing and compliance requirements affecting employee benefit programs such as ERISA, COBRA, FMLA, SECTION 125, Medicare, DOL, and IRS requirements
- Blended work experience with large groups (over 50) as well as small groups. DC Heathlink experience highly preferred.
- Must have strong analytical capability and the ability to work on complex problems in which analysis of situations or data requires an in-depth evaluation and comfort with financial analysis
- Must demonstrate highly effective interpersonal skills and client service orientation with focus on high-quality service to internal and external stakeholders
- Effective written and verbal communication skills with the ability to effectively communicate complex information to diverse stakeholders across organizations of varying sizes
- Must be flexible and have the ability to work independently and as a team player in a fast-paced and decentralized environment
- Must be detail oriented, highly organized and demonstrate excellent judgment
- Must be proficient in Microsoft Excel and other Office applications

To apply: Email careers@nonprofithr.com and include "Senior HR Business Partner/Benefits in the subject line.