



Position Title		
Corporate Human Resources Benefits Manager		
Reports To: Corp HR Director/ Manager	Classification: Non-Exempt	Department: Human Resources
EEO Category: Administrative Support Workers	FLSA Type: Non-Exempt	
Supervises: None	Location: Tremont	Status: Full Time

## Job Summary

Oversee the bank's benefit plans and tasks related to the employee benefit programs including, but not limited to, enrolling and consulting with employees regarding benefit programs. Work with insurance carriers regarding coverage, processing invoices, annual benefits renewal and payroll deductions. Responsible for setting up open enrollment annually through UKG for all employees to complete.

## Essential Duties & Responsibilities

- Process new and current employees for enrollment into all health care benefits, makes dependent changes or other status changes to benefits coverage, employees regarding programs and coverage, overseeing enrollment intake activities, etc.
- Provide routine and specialized employee benefits information and responds to inquiries from employees, retirees, carriers, physicians, attorneys, and others for a variety of subjects, including, but not limited to, benefits coverage, eligibility, claims procedures, work-related injuries, medical leaves, and disability status.
- Prepare payment of insurance costs to vendors, reconciling monthly invoices, adding and deleting members, and determining correct invoice totals.
- Audit monthly payments to insurance vendors, comparing amounts against payroll.
- Process mandatory and voluntary deductions for employee payroll records, maintaining and updating computerized records for premium contributions for employees, Flexible Spending Accounts (FSA), etc.
- Provide exceptional customer service to internal and external clients, vendors and with all levels of staff
- Assist employee beneficiaries with life insurance and accidental life claims
- Process and monitors unemployment insurance claim records; prepares specialized reports
- Assist employees and insurance company with Workers Comp claims.
- Assist with COBRA notifications, special forms, and/or correspondence to persons leaving employment, dependents of persons leaving employment, persons filing unemployment insurance claims, persons who are retiring, or persons placed on unpaid status regarding eligibility for continued coverage and periodic premium changes; advises retiring employees regarding benefit coverage options including MEDICARE
- Process short and long-term disability information for all new claims, facilitates employment information relating to unemployment insurance claims, maintaining and updating appropriate records, transmitting payroll information to insurance carriers, and sending benefit checks received to participants
- Update benefits costs as premiums change, ensuring correct costs changes to programs
- Establish, update, and retrieve electronic employee benefit files for all eligible employees
- Serve as an intermediary between employees, insurance carriers third-party administrators, and agents to resolve problems, answer questions, verify fund transfers/loans, and facilitate claims processes including life insurance, unemployment insurance and FSA claims
- Conduct new employee orientation to ensure employees gain an understanding of benefit plans and enrollment provisions. Counsels employees (and potential employees/applicants) on plan provisions so that individuals can make informed benefit decisions. This includes all levels of employees including Executives.
- Coordinating all benefit responsibilities with Benefit Specialist.
- Assist Corporate HR Manager with various research projects and/or special projects as requested.

**Supervisory Requirements**

Personnel Management: This position has no supervisory responsibilities.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical activities of this position may include climbing, reaching, standing, lifting, talking, hearing and performing repetitive motions.
- Medium exertion; exerting up to 50 pounds of force occasionally, and or up to 20 pounds of force frequently, and or up to 10 pounds of force constantly to move objects.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal.

**Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees, who work 7 ½ continuous hours or more, must take a 30 minute uninterrupted lunch break no later than 5 hours after beginning their work day

**Education and Qualifications**

**Essential:**

- High school education or equivalent
- BSA and other Bank related training through BAI is required annually

**Desirable:**

- Bachelor's Degree

**Experience**

**Essential:**

- Knowledge of customer service principles
- Excellent presentation skills
- Experience with robust HRIS Systems
- Relevant computer skills including Excel, Nitro, Adobe, Power Point, etc.

**Desirable:**

- 5-7 years of experience

**Licenses and Certifications**

**Essential:**

**Desirable:**

This job description is not an employment contract, implied or otherwise; therefore, employment relationship remains "at-will."

**Employment Acknowledgement**

I have read and understand the duties, responsibilities, qualifications and demands required of this position and acknowledge that Morton Community Bank may change or modify the position at any time, for any business reason. Likewise, I understand that these are not the only duties to be performed by me while working for Morton Community Bank and that I will be required to follow instructions and perform duties required by my supervisor.

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Employee Signature

\_\_\_\_\_  
Date

Equal Opportunity Employer: disability/veteran