POSITION TITLE: Benefits Specialist
REPORTS TO: Director of Benefits
JOB CLASSIFICATION: Exempt / Full Time
LOCATION: New York, NY

The Organization:

What We Do
With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue
- Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
- Develop leadership and the capacity of partners to advance our work together
- Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.
- Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
- Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 40 years, LISC and its affiliates have invested approximately $24 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 38 markets with offices extending from Buffalo to San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org

JOB SUMMARY
The Benefits Specialist works with the Benefits Director to administer the activities relating to the company benefits for LISC including developing, implementing and monitoring (e.g., performing internal audit and control procedures to ensure that all employee benefits are accurate). The individual will provide expert knowledge with all employee benefits administration.

Serve as a secondary role to support the organization’s employee benefits to ensure compliance for 500+ employees nationwide.

DUTIES AND RESPONSIBILITIES
- In conjunction with the Benefits Director, administers all employee benefit programs including enrollments, terminations and COBRA Administration and maintains all active and terminating employee benefit records.
- Manage new employee Benefits process and present monthly benefits presentations to ensure employees gain an understanding of benefit plans and enrollment provisions.
• Fulfills all governmental federal and state regulatory mandates and ensures filings are performed as required.
• Plans and administers annual benefits open enrollment. This includes preparation (or revision) and distribution of materials, conducting meetings to communicate changes to employees, and processing and approving changes within the open enrollment period.
• Plans, conducts and reports results of audits to ensure all enrollments are accurate and that dependent information is correct for each employee.
• Works closely with the Benefits Director on year end Worker’s Comp audits, 401k compliance testing, EEO-1 filings, ACA Reporting and other regulatory state and federal filings.
• Addresses benefit inquiries to ensure timely and accurate resolutions. Maintains contact with employees and beneficiaries to facilitate proper and complete utilization of benefits for all employees.
• Manages monthly carrier billing invoices and processing for payment.
• Coordinates with third party administrator to manage disability, FMLA and paid leave claims according to the plan.
• Communicates with third-party services to resolve benefit-related issues.
• Prepares statistical summaries and reports from ADP involving payroll information, demographic data and other employee data, requiring knowledge of the various Human Resources disciplines. Assists in maintaining data integrity in systems by running queries and analyzing data and reviewing source documents for accuracy and completion of data input.
• Monitors state and federal requirement changes as it relates to employee benefits.
• Ensures policies and procedures comply with current legislation.
• Performs other related duties as required and assigned.

MINIMUM REQUIREMENTS

• Bachelor’s degree from an accredited college or university is required. PHR/SHRM-CP certification preferred.
• Minimum 3 years of experience administering benefits, ADP/HRIS processes required.
• Extensive knowledge in employee benefits and compensation.
• Proficient in ADP Workforce Now, HRIS, Time and Attendance Software applications.
• Exceptional Microsoft Office Word, Excel, Outlook and PowerPoint skills.
• Must have a high level of interpersonal skills to handle sensitive and confidential situations.
• Demonstrates exceptional analytical skills and ability to create useful and actionable reports from data.
• Strong written and verbal communications skills.
• Strong organizational skills and ability to complete multiple tasks and high volume of work on deadline.
• Strong attention to detail.
• Excellent customer service, time management and follow-through skills.
• Ability to perform all duties in a confidential, professional and ethical manner.

COMPENSATION
LISC offers a competitive salary and an excellent benefits package.

APPLY TO
Please send cover letter and resume by email to lmcintosh@lisc.org

LISC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY, EQUITY, INCLUSION AND JUSTICE