



## Benefits Coordinator

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|-------------------|---|
| <b>FLSA</b>       | Non-Exempt                                      |
| <b>Employment</b> | 40 hours/ wk                                    |
| <b>Manages</b>    | N/A   |
| <b>Reports To</b> | Tonya Bartels, Employment & Benefits Specialist |

### Job Summary

Reliant is looking for Benefits Coordinator with customer service and benefits experience, that is technologically, and administratively skilled to join our Central Operations team.

The responsibilities of this position lie primarily in the area of customer service, ongoing data entry, and invoice reconciliation of benefits for Reliant's field missionaries as well as provide administrative and data processing support for the Employment Services team. This will require a high level of detailed-oriented work and the ability to understand and make connections between the big picture employment and benefits functions and how they relate to payroll entry to successfully accomplish the overall needs and goals of the department.

The ideal candidate would be a Christian who has benefits customer service experience that can efficiently and accurately input data within spreadsheets, databases and websites as well as being able to analyze and reconcile that data for the invoice reconciliations for insurance bills.

### Responsibilities

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#### Benefits

- Collect and electronically file all documentation related to benefits additions, changes, waivers, and terminations of coverage for Reliant's field missionaries
- Process additions, changes, and terminations of coverage on the appropriate vendor websites for medical, dental, life and vision coverage
- Process all medical waiver forms with the payroll software
- Process all benefits additions, changes, and terminations within the payroll software
- On-going communication/documentation of benefits additions, changes, and terminations

- On-going communication with field missionaries related to their benefits eligibility and coverage
- On-going communication with insurance vendors as needed
- On-going HSA and Cafeteria Form Processing and Questions
- Oversees the Benefits Inbox, setting up and delegating tasks and emails as needed
- Creates eligibility letters for Continuance Coverage, and enroll or terminate Continuance Coverage for field staff
- Tracks and processes Continuance payments
- Processing and electronic filing for Worker's Compensation Claims
- Processing and electronic filing for Short term and Long term disability claims
- Processing and electronic filing for Life Insurance claims
- Processing of Release of Personal Information forms
- Send 401k communication in response to salary and support goal changes
- Requesting VOCs and EOCs from insurance vendors
- Assist with training and education of new missionaries in Reliant's benefits eligibility and coverage
- Assist with training and education of new missionaries regarding commissioning and ordination processes
- Assist potential and existing missionaries with claims questions
- Monthly reconciliation of all benefit invoices for medical, dental, life, EAP, and vision insurance for Reliant's field missionaries
- Monthly Journal Entry creation for benefits charges/refunds in correlation with the benefit invoice reconciliations
- Create censuses as needed for insurance brokers and vendors
- Assist with the annual Open Enrollment Process

#### Employment

- Cross trained on collection and electronic filing of all documentation related to field missionary hires, status changes, compensation changes, and terminations
- Cross trained on processing field missionary hires, status changes, compensation changes and terminations - utilizing Reliant's task management systems and tools

#### General Ledger

- Create journal entries as needed.

#### Payroll/Taxes

- Processing and digital filing for Commissioning and Ordinations
- Processing and digital filing of Parsonage Request Forms
- Processing and digital filing of FICA Bonus Requests
- Digital filing of file form 4361
- Cross trained on bonus entry

#### Other Duties

- Assist with special projects as needed - primarily with Employment Services but potentially working with other Depts
- Participate in Reliant office team meetings and events