Position Title: Senior Benefits Analyst
Job Opening ID: 1000003
Salary: $56,047 - $70,059
Location: Miami Dade College, Kendall Campus

All applications must be submitted online at http://www.mdc.edu/jobs/
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Job Description:

The Senior Benefits Analyst provides support with the administration of retirement and health and welfare employee benefit programs. Work requires functioning as a lead worker and overseeing or auditing work accuracy of all College and PeopleSoft benefits-related data. Delivers a high level of customer service, service providers' assistance and support for benefits administration.

Duties & Responsibilities:

•Analyzes daily PeopleSoft BenAdmin report; thinks strategically on how benefits data and the system interacts which includes researching benefit administration system discrepancies and working collaboratively with other HR units, including Data Units/Payroll and IT to find effective resolutions

•Creates and maintains reports, performs data audits and analysis, reconciles payment and contribution discrepancies as required to support the benefit plans which includes but not limited to monthly reconciliation of FRS retiree benefits payments for submission to Business Affairs

•Assists in the preparation of government filings, plan audits, or other tax-reporting requirements such as the Affordable Care Act (ACA) or Florida Retirement System (FRS).

•Coordinates benefits workshops for College employees; and may lead discussions surrounding benefits which includes but not limited to retirement education and leaves of various types such as the Family and Medical Leave Act (FMLA)

•Conducts individual employee retirement appointments, prepares file documentation with necessary benefits & leave payout calculations, meets with employee to discuss documents, and enters Retirement benefits data

•Holds orientations for new employees to explain benefits and works to ensure through collaboration with benefits associates that new hire orientation materials are up to date

Minimum Requirements:

•Master's degree and two (2) years of experience in Human Resources/Benefits; or Bachelor's degree and five (6) years of experience in Human Resources/Benefits

•Knowledge of the College's benefits program design, costs and eligibility requirements

•Knowledge of principles of personnel management

•Knowledge of all pertinent federal and state regulations, filing and compliance requirements both adopted and pending affecting employee benefit programs, including COBRA, FMLA, ADA, SECTION 125, ACA, Medicare and Social Security

•Ability to promote and maintain effective working relationships with other department employees and benefit plan vendors to resolve employee issues