

Benefits and Accounting Administrator

Open Position

HUMAN RESOURCES

The Benefits and Accounting Administrator will act as a first point of contact and liaison between employees and insurance providers to help resolve benefits administration and accounting related issues that support the health, welfare and retirement plan administration and financial accounting of each program while performing the full range of professional related responsibilities for active employees, retirees, COBRA participants and survivors.

This position is primarily focused on benefits accounting responsibilities of the university's plans. This position creates and maintains regulatory compliant benefit decisions exercised through daily plan administration and accounting principles of self-funded benefit plans. This professional position serves as a regulatory resource to provide information and problem solving for benefit plans enabling the incumbent to make informed decisions regarding selection and enrollment in insurance, retirement plan choice, retiree subsidies and benefit programs using interactive decision support, enrollment and financial accounting systems. This position has the pleasure of serving in the Human Resources – Benefits unit to best meet the needs of benefits eligible employees and contracted benefits providers through accounting and other related benefits work.

Benefit programs for the university's classified personnel are defined by the State of Colorado, but administered by Human Resources. The Board of Governors for the Colorado State University System authorizes benefit programs by way of Human Resources recommendations for faculty and non-classified staff. The incumbent will perform duties related to benefit programs to ensure adherence to federal and state regulations and to report unusual findings to the Chief Total Rewards Officer. This position provides professional level benefit program support, while working autonomously, in most circumstances, and is responsible for university benefit program administration in accordance with applicable federal and state governing laws (DOL, IRC, HIPAA, COBRA, State Statutes, State of Colorado Personnel Board Rules, etc.).

The successful candidate will be a sharp, motivated individual with excellent interpretive, analytic, and high-level written and oral communication skills to achieve the units exemplary customer service standards and to complement a high caliber benefits team. The incumbent will possess the ability to deploy by way of common sense understanding carrying out instructions furnished in written, oral, or diagram form; the ability to deal with problems involving several concrete variables. A willingness to participate in continuous improvement by way of job knowledge through participation in educational opportunities and reading/interpreting information contained in professional publications. This position requires outstanding organizational skills, accounting skills, proficiency in Microsoft Office and advanced Excel capabilities. Experience in benefits enrollment systems and accounting systems is necessary. Must be punctual, personable, professionally attired, results driven, motivated, confident to work in a professional quick paced environment, and possess a drive for service excellence through in-person interaction and in writing.

Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion.

Applications will be accepted until the position is filled. To ensure full consideration, applications must be received by 11:59 pm (MT) on September 30, 2019. To apply and view the full position announcement, visit <https://jobs.colostate.edu/postings/70799>. Interested applicants must submit a cover letter, which addresses how professional experiences align with identified competencies of the position, a current resume, and the names, addresses, and telephone numbers of three (3) professional references. References will not be contacted without prior notification of candidates. If you have questions, please contact Stacie Smith, stacie.smith@colostate.edu.

CSU is an EO/EA/AA employer. Colorado State University conducts background checks on all final candidates.



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