

# DRINKER BIDDLE & REATH LLP

## BENEFITS ANALYST

### JOB POSTING

<b>JOB TITLE:</b> Benefits Analyst	<b>STATUS:</b> Non-Exempt
<b>REPORTS TO:</b> Senior Manager, Benefits & Retirement Plans	<b>LOCATION:</b> Philadelphia, PA
<p><b>SUMMARY:</b> We are seeking a <b>Benefits Analyst</b> to join our team. Based in our Philadelphia office, the Benefits Analyst is responsible for working closely with the Senior Manager of Benefits &amp; Retirement Plans in the day-to-day administration of the firm's benefit and retirement plans. This includes the firm's health and welfare, flexible spending, commuter, life &amp; disability and retirement offerings. In addition, this position is responsible for providing first-line customer service to employees and internal departments regarding a wide range of benefit-related issues.</p> <p>In accordance with the firm's Client Service Initiatives, the Benefits Analyst must display good judgment and have effective interpersonal communications; confidentiality and discretion are required consistently.</p>	
<p><b>ESSENTIAL JOB FUNCTIONS:</b></p> <ul style="list-style-type: none"><li>• Provide guidance on benefit plan information to employees and dependents, including, but not limited to, new hire enrollment, open enrollment, continuation of coverage information, evidence of insurability applications, death claims and government required notices and compliance documents.</li><li>• Ability to compile, analyze, present, and interpret employee benefits and financial information, accurately and with attention to detail.</li><li>• Assist with the implementation and monitoring of administrative procedures to ensure regulatory compliance. Make sound recommendations based upon subject matter expertise.</li><li>• Create appropriate processes for medical claims funding, health savings account credits, and paying vendor invoices accurately and timely.</li><li>• Perform daily audits, analyzing data and reports to ensure proper plan administration and system accuracy including enrollment, eligibility, claims, etc. and researches, reports and respond to any discrepancies.</li><li>• Monitor third party data feeds to ensure accurate processing. Conduct audits of third party data routinely to ensure accuracy of enrollment, processing, billing, etc.</li><li>• Collaborate with internal resources and partnering with benefit vendors to identify root causes, find solutions and make corrective action recommendations to achieve customer expectations for resolution.</li><li>• Maintain a broad knowledge of firm policies, benefit plan documents and legal and regulatory updates as it relates to employee benefits and group health and welfare plans.</li><li>• Apply documented procedures, policies and other reference materials to accurately resolve employee inquiries.</li><li>• Liaise and maintain appropriate relationships with benefit vendor representatives, Benefits team members and internal resources as applicable.</li><li>• Analyze enrollment reports and issues, performing appropriate troubleshooting actions.</li><li>• Process benefit plan enrollments and terminations in compliance with IRS section 125 guidelines and benefit plan documents.</li><li>• Manage the accurate and timely updates of all benefit-related premium adjustments in payroll and respond to payroll inquiries as it relates to benefits and retirement deductions; review and reconcile reports from payroll.</li><li>• Act as a subject matter expert in the management of benefit documents, workflows and employee inquiries as it relates to employee benefits, including group health plans, ancillary plans and retirement options.</li><li>• Assist with creating and implementing standard operating procedures.</li><li>• Take responsibility for other special projects and specific duties as assigned by management.</li></ul>	

- As requested, complete special projects as requested by the Sr. Manager, Benefits & Retirement Plans and the Chief Human Resources Officer.

*The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.*

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong knowledge and understanding of general benefits administration, including common state and federal regulations surrounding FMLA, HIPAA, PPACA (ACA), ERISA and IRS regulations.
- Demonstrated project management, organizational and time management skills to prioritize workloads and meet time-sensitive deadlines, while balancing multiple projects.
- Excellent computer skills, including knowledge of Windows 10 and Microsoft Office 2016.
- Strong understanding of, and commitment to, data integrity of HRIS systems.
- Ability to work independently in an unstructured environment; think analytically and creatively.
- Ability to work well under pressure, meet deadlines and deal with multiple and changing priorities
- Strong analyzing and auditing skills.
- Excellent organizational skills with strong attention to detail.
- Excellent written and verbal communication skills.
- Excellent customer service skills.
- Ability to maintain confidentiality.
- Ability to identify and solve problems, using both internal and external resources.
- Willing to accept ownership of projects and be successful in driving those projects, as well as daily tasks, to a successful conclusion.
- Ability to work with detailed information accurately and efficiently.
- Unbiased judgment, sound discretion, and openness to the views of others.
- Ability to interact with people in a manner which shows sensitivity, tact, and professionalism
- Ability to interpret the firm's policies and/or procedures.
- Must be highly motivated, a self-starter who is able to juggle multiple projects simultaneously and successfully, many with tight deadlines.
- Candidate must be able to work well as part of a team as well as work independently.
- Candidate must quickly grasp the goals, service, culture and strategy of both the department and the firm overall.
- Candidate must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel.
- Adhere to and serve as a role model for the firm's Client Service Standards.
- Dependable and flexible with the ability to work overtime as needed.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree required
  - Degree in Business, Human Resources, or equivalent highly desired
- Minimum of eight (8) years of benefits experience in a partially automated benefits management environment and in a benefits customer service/support role
- Proficiency in general Microsoft Office software, with intermediate to advanced level Excel skills
- Experience with Ultipro, ADP/OBA and Work Day preferred
- Experience with self-insured medical plans desirable but not mandatory

We are an Equal Opportunity Employer offering a competitive salary and full benefits package, including medical/dental/vision, life/disability insurance, paid holidays, and a 401(k) plan.

**HOW TO APPLY:**

Interested candidates should send a cover letter, including salary requirements, and resume to [human.resources@dbi.com](mailto:human.resources@dbi.com) referencing **Benefits Analyst** in the subject line. *Incomplete applications will not be considered.*