



POSITION POSTING
BENEFITS COORDINATOR

Michigan Catholic Conference is searching for an experienced Benefits Coordinator. MCC is a non-profit organization that serves as the official voice of the Catholic Church in Michigan on matters of public policy. In addition, Michigan Catholic Conference develops, coordinates and manages programs that provide retirement benefits, health, dental, vision, disability and life insurance for lay employees and clergy.

The Benefits Coordinator provides daily administrative support for all MCC benefit programs. Duties include but not limited to processing benefit enrollment, verifying information and changes in the benefits administration system, processing pension estimates and reviewing and making appropriate corrections on client monthly invoices. The Benefits Coordinator reports to the Benefits Manager.

Specific Duties and Responsibilities

1. Understand and administer various employee benefit programs including group medical, dental, vision, disability, life flexible spending accounts and 403(b).
2. Provides an overview of any benefit program to eligible employees and assist with enrollment
3. Partners with internal IT and benefit vendors to enroll, resolve and assist employees and employers
4. Enter and update employee's benefit data onto benefit administration system.
5. Verifies the calculation of the monthly premium statements for client invoices as requested.
6. Assists in the planning and implementation of annual open enrollment.
7. Communicates with both active and retired participants as well as employers on benefit education matters.
8. Issues letters to employees for benefit verification purposes.
9. Resolves employee concerns in a timely manner, by thoroughly researching and investigating the issue(s) and reporting back the findings to the employee. Refers complex issues to the Manager, Employee Benefits.
10. Oversees and identifies claim issues/trends by working with employee(s) and benefit vendors to resolve applicable issues and reports issues/trends to the Manager of Employee Benefits.
11. Process self-administered short-term disability claims.
12. Research and report Unemployment Claims to the State
13. Ability to present benefit information in a one-on-one setting or professional group setting.
14. Effectively utilizes vendor resources to remain current on new benefit developments and attends training and benefit educational events as assigned.

Skills, Abilities and Knowledge:

1. Understanding of employee benefit plan administration.
2. Ability to handle multiple priorities and assignments simultaneously
3. Ability to actively listen, provide feedback and build relationships
4. Ability to work effectively with others and contribute to team tasks
5. Ability to use available time and resources to address customer issues in a timely manner
6. Proficient in basic computer knowledge, facsimile, scanner/copier and applicable Microsoft software and programs

7. Strong analytical and problem-solving skills.
8. Proficient in verbal and written communications.
9. Effective utilization of automated benefit administration systems.
10. Strong attention to detail and accuracy and ability to meet deadlines
11. Professional demeanor and high-level of discretion, integrity and confidentiality.
12. Focus on exceptional customer service.
13. Ability to work independently and collaboratively within team, other departments and customers.
14. High degree of flexibility to achieve organizational objectives and to meet customer service standards.
15. Ability to represent the Conference mission and teachings of the Catholic Church to our customers.

Education and Experience

Bachelor of Degree preferred with functional knowledge of benefits administration. Position requires excellent overall computer skills, HRIS, MS Office applications, Payroll experience a plus.

Salary

Commensurate with the candidate's experience, education, and ability to execute the requirements of the job.

Benefits

As a full-time employee, the successful candidate will enjoy a comprehensive total rewards package that includes four medical plan offerings, dental, vision, life insurance, disability coverage, flexible spending accounts, an employer-sponsored defined benefit retirement plan (pension), as well as a 403(b)-retirement savings plan. Our benefit plans are designed according to the values of the Catholic Church and to serve the well-being of our participants.

Culture

Together with public policy advocacy, MCC provides administrative services to the seven Catholic dioceses in Michigan. As a service organization, MCC leadership places an emphasis on treating all employees with dignity and respect and is committed to helping provide its employees with ongoing professional development and the tools needed to achieve success.

To Apply

Interested candidates are asked to send a cover letter and resume to:

Mary Beth Morgan, CEBS
Manager, Employee Benefits
mmorgan@micatholic.org