One Challenge
Position Description

TITLE: **Benefits Coordinator**

REPORTS TO: Controller

RELATES TO: Controller; VP of Personnel; Sr. Accountant; Global Workers; US-MC Staff; outside vendors, and governmental entities

STATUS: Part-time (20 hours per week), Hourly, Non-Exempt, with accrued sick and vacation leave, paid holidays, and options for retirement plan contributions [403(b)] and supplemental insurance as described in the Member Handbook.

Summary Description:

Serves as the primary point of contact for employees regarding all benefit-related questions. Provides administration and management of employee benefits programs including health, dental, life, and elective insurances in caring for all eligible employees of OC International, Near Frontiers and SEPAL Corporation. Ensures that employees understand their options, facilitates the enrollment process, and assists with questions and troubleshooting of issues with insurance plans and claims. Conducts research on benefit plan offerings, changes, and compliance requirements. Completes periodic filings as required for OC International plans.

Responsibilities:

1. Maintain, track, and update employee census for benefits eligibility and coverages. Maintain accurate records of enrollment data and changes due to life events (e.g., marriage, childbirth).
2. Represent OC through meetings and correspondence with various health vendors and brokers.
3. Coordinate annual Open Enrollment for OC International, Near Frontiers and SEPAL Corporation employees.
4. Manage and educate employees on insurance policies and coverages.
5. Investigate and help resolve discrepancies and/or disputes with claims and/or carrier billings.
6. Audit and submit benefit carrier billings for monthly payment.
7. Maintain and act as the liaison for HSA and COBRA enrollments, as needed.
8. Coordinate with benefits broker to stay up to date on Health Care Reform and keeps leadership informed of changes.
9. Ensure compliance of benefit plans with relevant laws and regulations, such as the ACA and ERISA.
10. Comply with HIPAA and privacy laws as defined by Federal and State laws and maintain forms and files in accordance with HIPAA and privacy regulations.
11. Complete and maintain annual certifications and filings for OC International including, but not limited to:

  - Registrations for states that operate under a monopolistic workers' compensation system
  - Annual Invoice of Statutory Representation (CT)
  - Biennial Report for Domestic & Foreign Filing Entity (DC)
  - State Quarterly and Annual Reports and Registrations (CA, CO, DC, WA)
  - Annual Medicare Part D Disclosure
  - RxDC Prescription annual drug data collection report
- Also maintains OC's
  - CCLI Renewal (music license)
  - CVLI Renewal (video license)

11. Other duties as assigned by direct supervisor.

Education and Experience:

1. Mature Christian, grounded in the Word.
2. Ability to research benefits plan and insurance policy issues and recognize qualified sources.
3. Requires a high degree of confidentiality.
4. Capable of organizing and keeping up with multiple ongoing projects, as well as maintaining accuracy and keen attention to detail.
5. Must be good with people and demonstrate soft skills and strong communication abilities (both verbal and written).
6. Typically requires two years of college and prior experience with benefits administration.
7. Advanced computer skills and excellent interpersonal skills preferred.

Note: Under Colorado Department of Labor guidelines, this is an "at will" position. For non-exempt employees, all overtime must be approved BEFORE being worked.

One Challenge functions as a Christian Community. As such, employees shall be ready, willing, and able to lead or contribute to distinctly Christian activities such as devotional worship, chapel or prayer services.