

## **Part-Time Benefits Administrator:**

### **Job Description:**

- Process all benefit enrollment changes. Handle new hire enrollments, terminations, qualifying life events.
- Create new hire benefit packages.
- Process all COBRA enrollments.
- Process and deposit COBRA and Direct Bill payments.
- Process all monthly WageWorks commuter changes.
- Audit all weekly, biweekly and monthly payrolls. Prepare payroll wires for TIAA, Cigna HSA Bank and WageWorks.
- Prepare all necessary Benefits Deduction Forms for pro-rated or retroactive benefit charges.
- Monitor all applicable Health Waiver Forms, supporting documentation and waiver payments.
- Primary person to answer all benefits calls and emails.
- Familiarity with private insure networks, insurance funding arrangements, and national health care reform (Affordable Care Act).

Please submit all resumes to Lenore Grasso at [Lenore.Grasso@liu.edu](mailto:Lenore.Grasso@liu.edu)