

Senior Benefits Analyst - (1900001G)

Description

Sterling National Bank is an organization committed to strong growth. Our significant accomplishments are a direct result of continuous hard work by our solid team of dedicated professionals. As we continue to grow and expand across all business sectors we seek talented individuals who can meet our demands for success.

Our competitive advantage is our people who tirelessly work to exceed expectations.

We have something special here at Sterling. We not only offer competitive salaries and comprehensive benefits we are also characterized by an unwavering commitment to high achievement, we offer a diverse environment hosting a multitude of dedicated, talented and driven individuals who value honesty, integrity and go above and beyond for their clients.

It's an exciting time to work for Sterling National Bank. If you are looking for a unique employment experience and are driven to achieve in a dynamic growth-minded environment you have come to the right place.

What you will do:

Sterling National Bank is looking for someone to support the Director of Benefit Services, Manager of Benefit Services and Manager of Benefit Analytics & Administration in administration and compliance of health and welfare plans (including retiree coverage), voluntary benefit programs, retirement plans, FMLA and wellness initiatives. In this position, you will assist with research and data analysis, high-level reporting, regulatory filings and special projects. You will also ensure compliance with regulatory requirements and with the bank's HR policies and procedures.

- Function as a liaison between vendors and colleagues for our benefit programs including processing benefit enrollments for New Hires, Life Event changes, HSA contribution changes, and Status Changes. Advise colleagues on eligibility, coverage, and other benefits matters including facilitating New Hire Orientation sessions. Escalate colleague complaints to providers and internal management for issue resolution.
- Validates and audits benefit data through testing and provides data analysis as it relates to vendor interfaces. Reviews enrollment reports, identifies discrepancies, and provide resolutions to correct any errors.
- Perform monthly reconciliations of complex benefit invoices for payment processing.
- Administers benefits Pension Plan participants including Open Enrollment, changes in coverage throughout the year, deduction and check processing, and death claims.
- Coordinate the COBRA process by serving as main point of contact with COBRA vendor and colleagues. Ensure all notices are sent to colleagues in a timely manner. Enter medical and dental subsidies for terminated colleagues entitled to severance.
- Assist with all aspects of Open Enrollment sourcing through implementation by completing self-service testing. Work closely with the Benefit Services managers on development of communication materials and participate in the Open Enrollment meetings and education of colleagues.
- Supports Wellness initiatives by assisting in drafting and reviewing ongoing employee benefits communications and attending Wellness sessions.
- Compile and maintain benefits records and documents and serves as back-up to Benefits Analyst for the processing of FMLA, STD and Workers' Compensation.
- Ensure compliance with all regulations, policies, and procedures.
- Other duties as assigned.

Qualifications

- For this position, you must have at least 4 years of experience in United States benefits. Experience in the financial industry preferred.
- Experience in current HRIS system preferred.
- Candidates with advanced degrees (Associates, Bachelor's, and/or Master's) preferred, yet a High School diploma or GED is required. Candidates with some combination of coursework and experience, or else extensive related professional experience, are eligible for consideration.
- Experience with public speaking in a different forums, i.e. orientation, wellness events, etc.
- Must be able to manage multiple priorities in a fast paced environment with time sensitive deadlines.
- Ability to demonstrate conceptual thinking and have a process improvement focus to work flows.
- Strong verbal and written communication skills.
- Ability to interface with all levels of organization.
- Excellent interpersonal skills and team orientation.
- Strong Excel Skills.

At Sterling National Bank, we rely on diversity of culture and thought to deliver on our goals. To ensure this we seek talented, qualified people for all of our career opportunities, regardless of race, color, sex/gender, including pregnancy, gender identity and expression, national origin, religion, sexual orientation, disability, age, marital status, veteran status, or any other protected classification under federal, state and/or local laws. Sterling National Bank is proud to be an Equal Employment Opportunity/Affirmative Action Employer providing a drug-free workplace.

****All Applicants must be eligible to work in the U.S. without company sponsorship, now or in the future, for employment-based work authorization. H1-B and green card sponsorship is not available for any position and we will not consider F-1 visa holders with Optional Practical Training (OPT) who will require H-1B status, TNs, or current H-1B visa holders for employment opportunities.****

To apply click on link below to get to the Sterling National Bank Career Opportunities Page:

<https://snb.taleo.net/careersection/ex/jobsearch.ftl?lang=en&portal=101430233>