

NORTH AMERICAN DIVISION

JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from **NORTH AMERICAN DIVISION** employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

TITLE OF JOB: HR Benefits Specialist

DEPARTMENT: Human Resource Services (NAD-HRS)

SUPERVISOR: Director

CLASSIFICATION: Full-Time / Exempt

REMUNERATION RANGE / ANNUAL SALARY: 83% - 96% / \$78,721.36 - \$90,888.32

BENEFITS: Healthcare, flexible spending accounts (FSA), life insurance, long-term disability, retirement, continuing education, student loan repayments, moving/relocation assistance, tuition assistance for students who attend Adventist schools, paid time off for holidays, along with paid vacation and sick leave.

LOCATION: Columbia, MD—On-site/In-office at the NAD Headquarters

NOTE: This position is not eligible for any type of regular remote or teleworking arrangement. For candidates living outside of the MD geographical area, relocation is required.

POSITION SUMMARY: Responsible for the management of employee benefits such as health care assistance, life insurance, retirement plan enrollment, worker's compensation, dependent tuition assistance, auto insurance assistance, retirements, various benefit enrollments, and optional insurance programs, open enrollments, as well as farewell gift program for separating employees. Provides assistance to employees and supervisors with routine questions pertaining to these assignments.

AUTHORITY, ACCOUNTABILITY: Authority as delegated by supervisor. Work is performed with little supervision. There are specific guidelines to follow, but the work requires the ability to use discretion and independent judgement to carry out duties and meet deadlines. Must be time-sensitive at all times; work must be submitted within agreed time frames.

ESSENTIAL JOB FUNCTIONS:

- Assists employees with understanding their benefits.
- Works with employee benefit vendors to schedule employee education as requested by the director.
- Assists with onboarding and offboarding new and leaving employees.
- Processes employee continuing education and graduate studies requests.
- Oversees tuition assistance program for employee dependent children which includes obtaining completed forms from new employees and annual updates, entering data into spreadsheets, arranging for payment to schools, and entering information to payroll system.
- Oversees the annual open enrollment process, including communication to employees.
- Processes new and current health care enrollment forms. Verifies accuracy of completed forms. Maintains updated records and verifies eligibility of employees and dependents. Prepares and distributes new health care assistance plan information.
- Coordinates optional insurances including AD&D, Group Life Insurance, Legal Resources, etc.
- Processes employee expense reports for pre-moves, house hunting, moves, etc., working with employees on questions.
- Works with GC Transportation to coordinates moves and receive quotes for self-moves.
- Works with the HR Director to provide Mortgage Guarantee Issue Letters as allowed per policy.
- Processes auto insurance assistance for eligible exempt employees. Handles collision and comprehensive auto claims submitted by employees.
- Processes invoices for employee benefits such as tuition assistance, VOYA, Legal Resources, including reconciliations.
- Maintains HIPAA compliance for all health and medical information.

- Processes retirement applications and retirement payroll deduction processing, and serves as a resource for employees and supervisors.
- Updates APS with benefits/tax information for new hires and employees changing their information.
- Processes employee terminations, ensuring term dates are entered into benefits systems and APS and necessary information has been communicated to treasury and other NAD departments.
- Maintains parsonage eligibility list and works with Secretariat on new employee license/credential cards, providing reports to assist with the DEW report.
- Creates and distributes employee birthday cards each month.
- Attends, leads out, and helps facilitate the annual HR Conference, Let's Connect, Staff Meetings, New Employee Orientation, Christmas Brunch, and other HR-related activities and events.
- Performs other duties as assigned by supervisor.

EDUCATION/EXPERIENCE: Bachelor's (BS/BA) degree in business administration, human resources or other business-related field. Graduate degree preferred. Human Resources certification (SHRM/HRCI) preferred.

A minimum of three years successful relevant experience is needed to gain the skills and knowledge to perform job duties.

KNOWLEDGE AND SKILL: Specialization within the area of Human Resources. Well-developed knowledge of principles, policies and beliefs of the North American Division and the Seventh-day Adventist Church. Requires knowledge of church employment policies and practices; knowledge of up-to-date office procedures, with high level of computer literacy, and English usage (spelling, grammar, punctuation, etc.). Knowledge of MS Word, MS Excel, and Access computer software. Should possess the mathematical ability to apply concepts such as fractions, percentages, ratios, and proportions relative to work assignments. Possess the ability to perform technical responsibilities with speed and accuracy. Must have the ability to work under pressure and with many interruptions. Absolute confidentiality required at all times; required assistance in facilitating strong positive communications among departmental staff, other departments and outside personnel.

Responsible for keeping up-to-date with state and federal employment laws and regulations, organizational personnel policies, and human resource/personnel management trends, in order to interpret for and advise departments of requirements on a regular basis, by reading and learning internal policies, reviewing professional journals and manuals, and participating in continuing education courses, seminars, workshops, etc. as approved by supervisor.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS: Must possess the ability to deal tactfully and effectively with own departmental personnel, others within the North American Division, and outside personnel on a daily basis. Individual must remain calm under pressure and exhibit courtesy, diplomacy, and kindness at all times, both in person and on the telephone. Individual must exhibit ability to effectively handle confidential information/situations at all times and maintain a high degree of loyalty and support for the supervisor, department, North American Division, and Seventh-day Adventist church.

PHYSICAL REQUIREMENTS: Must be able to read, speak, and hear. Must be able to communicate both orally and in writing. Inasmuch as employee is an exempt employee, it is expected that the individual will work the hours required to complete assignments (i.e. no less than 38 hours per week). Some standing, walking, bending, kneeling, carrying of light items, etc., required. Some local/long-distance travel may be required. A great deal of time is spent in oral and visual communication.

WORKING CONDITIONS: Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult on itinerary with some irregularity in hours.

EQUAL EMPLOYMENT OPPORTUNITY:

The North American Division of Seventh-day Adventists® ("NAD") is an equal opportunity employer which does not discriminate in employment policies and practices on the basis of race, national origin, gender (except for positions requiring ordination), color, age, marital status, disability, or any other basis prohibited by law. The employment practices of the church reflect religious preferences in harmony with the United States Constitution and controlling law, and it,

therefore, hires only Seventh-day Adventist Church members in regular standing.

AT-WILL EMPLOYMENT:

Employment with the North American Division is at-will. This means that either you or the North American Division may terminate the employment relationship at any time, with or without cause or notice, as long as it is not in violation of applicable federal or state laws.

If interested in the above position please visit our site [CLICK HERE](#) to complete a NAD Employment Application. Or send email to jobs@nadadventist.org and follow instructions from response email.

This position will remain available until filled.

Posted:

October 22, 2024