


INTERNAL/EXTERNAL POSTING



POSITION OPENING

Benefits Administrator

Administrative Services – Echols Location

VACANT POSITION AVAILABLE:	Benefits Administrator
MINIMUM REQUIREMENTS:	Minimum requirements include High School Diploma or equivalent; human resource background preferred. Knowledgeable in employment laws and experience in benefits management preferred. Understanding of and experience with computer systems in a Windows environment required. Ability to work independently. Valid driver's license and automobile insurance are required.
JOB RESPONSIBILITIES:	Responsible for the management of all TBHS benefits including monthly billing and completion of related reports and documentation (i.e. ACA reporting and IRS submission, compilation of surveys, etc.). Process employee paperwork for the new hire and termination process including the electronic onboarding process for new hires. Maintain the HR Payroll System and other HR electronic systems. Process and track employee leave paperwork following legal guidelines (i.e. FMLA, jury duty, emergency leave, etc.). Process and monitor unemployment claims and workers' compensation claims. Employee liaison with insurance company representatives for TBHS. Work closely with COBRA third party administrator. Demonstrates knowledge of and actively supports culturally competent, recovery-based practices.
POSITION TYPE:	Full-time; Hourly
RATE OF PAY:	\$17.63 - \$23.45 per hour
IF INTERESTED:	Submit resume and letter of application to: Human Resources Supervisor, c/o: Tuscola Behavioral Health Systems, 323 N. State St, Caro, MI 48723, www.tbhsonline.com , EOE
APPLICATION DEADLINE:	Open until position is filled.
APPLY ONLINE:	
POSTING DATE:	October 8, 2024