



Benefits Analyst (full-time, 35 hours/week)
Office of Human Resources
Position 102021

Position Summary: The Human Resources Benefits Analyst supports the manager of Employee Benefits with benefit issues, retirement issues, billing and payments, open enrollment, data testing and other special projects. This position performs a range of professional work in the employee benefits area in direct support of the Manager of Employee Benefits. This position also manages and monitors university compliance with federal laws and regulations, including as well ACA compliance and reporting.

Essential Responsibilities Include: Collects and analyzes benefits billing data. Monitor new hires to insure appropriate deductions are taken. Run monthly and semi-monthly census files. Resolves billing reconciliation issues and manages service deliverables. Manages insurance reconciliation process and provides monthly reporting to accounting and senior management. Identifies reconciliation issues in the policy accounts and insurance variance account and follows through to resolution. Analyzes and compares benefit data generated from insurance invoice reconciliation and/or computer reconciliation reports. Reconciles all benefit insurance accounts to current procedures. Reconciles all benefit insurance accounts to general ledger. Researches and prepares documents for annual financial audits. Responsible for monthly in-depth review of reconciliation. Perform other administrative duties and/or special projects that may be assigned.

Minimum Qualifications: Bachelor's Degree with at least two (2) years' experience in Human Resources employee benefits or compensation in an education environment is a plus. Experience with HRIS systems and employee benefits is required. Peoplesoft experience is preferred. Strong Microsoft Office Excel skill required.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 102021 in subject line of email. Please do not include photos on resumes and save documents with first/last names. All applicants must be supportive of the mission and vision of *The Catholic University of America*. Position is open until filled.

THE CATHOLIC UNIVERSITY OF AMERICA
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