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# Example of Analyst, Benefits Job Description

Our company is growing rapidly and is looking for an analyst, benefits. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst, benefits

* Form a strong working relationship with the customer service, communications, benefits service area managers, wellness center of excellence, vendors and third party administrators
* Provides reporting and analysis assistance to the Benefits Manager & Benefits Director
* Oversee 401(k) Retirement Plan and enrollment administration ensuring fiduciary compliance
* Monitor benefits system and integrations to benefit vendors
* Ensure all benefit plans have current documentation, which may include plan summaries, plan documents, summary plan descriptions
* Evaluate programs and work with benefit vendor partners to identify new opportunities and enhancements to the Company’s benefit programs
* Implement new benefit programs and changes to existing programs
* Work with internal and external benefit partners and teams to manage Paid Time Off (PTO) program, redesign and implementation of program changes
* Keep track of benefit projects to ensure deliverables are met
* Ensure benefits programs are in compliance with regulatory requirements

## Qualifications for analyst, benefits

* At least 2-5 years of benefit plan administration experience
* BA/BS degree in Business, Human Resources, or a related field
* Two to four years prior benefits analysis experience
* Ability to produce results within tight deadlines and demands for information requiring thorough thought, research and analysis
* Requires a Bachelor's Degree in Business Administration, Human Resources, Accounting, Finance or related field
* Requires understanding of accounting require­ments, financial statement preparations, and various reconciliations