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# Example of Manager, Benefits Job Description

Our innovative and growing company is looking to fill the role of manager, benefits. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for manager, benefits

* Responsible for benefits compliance with provisions of governmental regulations including ERISA, COBRA, HIPAA, ACA Reporting, 5500 filings, Summary Plan Documents, Non-Discrimination Testing
* Manage US leave of absence programs including FMLA, ADA, Worker’s Compensation and state required leaves
* Ensure company compliance with federal and state laws, including updated summary plan documents (SPDs), annual plan notice distribution, non-discrimination testing, periodic audits of benefits plans & deductions to ensure plans remain compliant, and ensure reporting requirements are met timely
* Overseeing orientation
* Handling the on-boarding process
* Dealing with 401 audits
* Plan, develop and/or participate in area and industry surveys
* Prepare and execute, with legal consultation, benefit documents such as original and amended plan texts, benefit agreements and insurance policies
* Collaborate with Compliance division on ensuring adherence of the Employee Retirement Income Security Act
* Establishing policies and procedures relating to all employee benefit programs and assures legal compliance for all plans

## Qualifications for manager, benefits

* Developing analyses of statistical and census data for insurance carriers, vendors and senior management
* Acting as a key liaison to benefit vendors
* Counseling employees regarding retirement planning options, non-routine benefits coverage questions and exceptional needs
* Managing annual open enrollment process, report and evaluate
* Manage the administration and delivery of all benefit offerings
* Participate in the annual re-evaluation of employee benefit plans