



## Example of Health & Welfare Job Description

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Our company is searching for experienced candidates for the position of health & welfare. To join our growing team, please review the list of responsibilities and qualifications.

### Responsibilities for health & welfare

- Leads and facilitates updates for all applicable requirements documents for plan provisions, administrative events, interface documentation, and delivery channel documentation for clients in ongoing delivery
- Set short-term and long-term health and welfare strategy by keeping up to date with healthcare trends, benchmarking existing plans, and identifying cost-effective ways to enhance or improve plans on a continual basis
- Conduct financial analysis of plans with respect to plan cost drivers and identify cost-reduction opportunities
- Manage carriers by closely monitoring claims, reconciling payments, ensuring timely and cost-effective renewals, and tracking stop-loss reimbursements
- Plan and manage open enrollment including setting a time and action plan, drafting communication materials, and managing third party administrator's changes to enrollment website
- Conduct and/or oversee third party plan audits including claims, financial, eligibility, and operations audits of third party administrators and payroll deductions audits
- Prepare and lead presentations to executive members of Benefits Advisory Committee on a quarterly basis
- Co-manage, motivate and mentor the Benefits Coordinator with respect to health and welfare responsibilities
- Reviews client requirements, perform gap and/or impact analysis, and delegate as appropriate, data, foundation, and systems analysis in preparation for service-specific cloning and configuration with a focus on

- Serve as a subject matter expert on a key area of Health solutions to the broader population of Health colleagues

### **Qualifications for health & welfare**

- BS/BA degree in Accounting or Finance (CPA a plus)
- 1-3 years of experience performing audits of payroll in support of union pension, health and welfare needed
- Ability to work with tight deadlines under a fast-paced environment
- Comprehensive knowledge of H&W plans and payroll administration
- Preparing, managing, and ownership of all aspects of their Client specific project plan
- 4-year Bachelor's degree in HR or equivalent experience