At Ameritas, ***fulfilling life*** is what we do daily. We continuously strive to help our customers and employees enjoy life at its very best by reducing uncertainty, helping grow assets and protecting what is most cherished. We’re here to help customers put worry behind and the future ahead and help enable a life that’s rich in family, happiness, health and financial security. When lives are fulfilled, our mission is fulfilled.

We take great pride in the work we do every day. We have an associate driven culture where employees know that goals and objectives that are set to be achieved; they understand the business strategy and they find new ways to make the company successful.  They improve products, processes and services each day to increase the productivity of the enterprise.  We rely on our associates for their energy, talents and commitment to give their very best.

Ameritas is looking for our next ***Sr Benefit Specialist***to join the Human Resources team.  The Sr Benefit Specialist will lead and participate in the administration of medical, health & welfare plans, and retirement plans for their assigned population – home office associates, agents and retirees.  The actual benefits administered will vary by the population assigned.  You will function as a benefits subject matter expert to ensure compliance and accuracy of data records and the administrative processes.

**Essential Functions**

* Assure benefit-eligible participants are enrolled and terminated timely and accurately in accordance with plan policies and practices including Section 125, Affordable Care Act, and COBRA.
* Prepares and delivers education to managers, associates, and fellow team members on benefit programs through effective written and oral communication
* Conducts eligibility audits of assigned population and programs
* Assist with compliance audits of assigned benefit programs
* Assures benefit-related premiums/deductions are collected timely
* Provide timely and effective customer service to all internal and external customers including plan participants, leaders, carriers, consultants, and peers.
* Administers Ameritas defined contribution and defined benefit retirement plans.  Assures all plan contributions and distributions are processed timely and accurately.
* Coordinate communication of all Associate benefit programs.  Ensure communication is delivered timely and effectively including Intranet postings, onboarding documents, and respective benefit program guidebooks.
* Partner with Sr. Benefits Analyst on HRIS configuration and functionality to ensure accurate eligibility and timely enrollment/termination of coverage.
* Assist on strategic initiatives such as acquisitions, benefit open enrollment, special projects, and implementing new programs.

**Required Knowledge**

* Bachelor’s Degree or equivalent experience, plus 2 years additional experience in benefits administration.
* Knowledge of COBRA, HIPAA, Section 125, ACA, and other benefit-related regulations.
* Proficiency in Microsoft Office, HRIS
* Strong interpersonal skills to maintain relationships with all levels of management, internal and external customers.
* Effective oral and written communication skills.
* Ability to analyze, interpret data, and prepare concise, accurate reports.
* Ability to demonstrate initiative and willingness to learn
* Strong organizations skills and ability to coordinate multiple tasks.