

# HRA/FSA PLAN ADMINISTRATOR

## **Position Summary**

Provide Plan Sponsors and Participants comprehensive customer service, administration and compliance services for assigned case-load of health and welfare benefit plans.

## **Position Responsibilities**

- Ability to work independently to achieve individual and team deadlines
- Communicate product knowledge accurately and effectively with distribution partners, clients, participants and team members
- Review claims and determine eligibility based on plan design and regulations
- Assist with regulatory projects such as 6055 and PCORI fee reporting
- Quality review of participant claims processed
- Timely and accurate participant statement preparation
- Client bill generation
- Coordination of open enrollment for client benefit plans
- Review and approval of qualifying events permitting for qualifying mid-year enrollment changes

## **Role Qualifications**

- Bachelor's Degree required
- Possess 2+ years of healthcare experience
- Possess 1-2 years of experience with financial reconciliations
- Must have strong analytical skills
- Must be detail-oriented
- Solid experience working with IRS code sections 125, 105, 106 and ACA.
- Strong product knowledge with the ability to read and interpret plan documents, IRS regulations, and DOL guidelines
- Ability to review claims and determine eligibility
- Comfortable working in a transaction-based environment
- CEBS Certification desired but not required

## **Essential Skills and Experience**

- Ability to communicate effectively with peers and upper management
- Ability to thrive in a collaborative, hardworking, yet casual environment
- Driven by deadlines and detail oriented with the ability to thrive in a fast paced, high-volume, multi-tasking environment
- Effective communication skills (verbal and written)
- Intermediate to advanced Excel skills

## **Location**

The position is based at the company's operations office in downtown Lakeland, Florida.