

## Staff Job Description

**Job Title:** Health Insurance Benefits Coordinator  
**Reports To:** Director for Finance  
**FLSA Status:** Exempt

**Position Summary:** Responsible for the daily administration of the Health Insurance program for the Diocese including all financial requirements and claim support to members.

### Essential Duties and Responsibilities:

- Enrollment changes for eligible employees – add/drop/address changes
- Respond to emails/phone calls from employees
- Release payment for claims - BCBS weekly
- Reconcile BCBS the daily check reconciliations to the weekly invoice & weekly PBA reconciliations with monthly bank statements
- Prepare monthly bills to all locations, quarterly to retirees
- Collect and record payments of invoices
- Pay recurring bills for the Insurance Trust
- Cash management – transfer excess funds to DIAL as needed
- Tax filing obligations for the Trust
  - Form 1095 – Maintenance of spreadsheet with PBA, value of premiums into P/R
  - Form 720 – PCORI fee
- Administer short and long-term disability programs
- Coordinate annual Wellness Screening
- Schedule Health Insurance Commission meetings, prepare minutes
- Creation of annual budget and proposal of premium adjustment
- Process monthly financial reports for the office
- Assist with preparation of financial reports for annual external audit
- Assist with processing of other agencies as needed
- Perform other duties as assigned

### Qualifications:

Bachelor's Degree in accounting, business, or its equivalent in work experience required.

Proficiency using a 10-key calculator, Microsoft Office (Word, Excel, Access), as well as the ability to learn new software required.

Ability to work in a team environment, prioritize duties to meet deadlines, and communicate effectively both in writing and verbally.

Successful candidate should be a practicing Catholic in good standing with the Church.

All offers of employment are conditional pending background and reference checks and approval to hire.

Applicants may send cover letter and resume to Jodi Rippon at: [jriipon@rockforddiocese.org](mailto:jriipon@rockforddiocese.org)