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## Benefits Manager

### Flanders, NJ

**Pay:** \$45,000 – \$50,000 (depending on experience)

**Status:** Full-Time

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## ABOUT ArcMorris

ArcMorris is a nonprofit human services organization that has supported individuals with intellectual and developmental disabilities in Morris County, NJ, for over 70 years. Our mission is to empower people with intellectual and developmental disabilities to make meaningful choices, live independently, and thrive in their communities.

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## Position Overview

Reporting to the Director of Human Resources, the Benefits Manager is responsible for administering, coordinating, and managing all employee benefit plans, workers' compensation insurance, and related insurance programs. This role ensures accurate benefits operations while serving as a key resource to employees regarding options, claims, and enrollment.

The Benefits Manager supports staff by providing clear communication, guidance on benefits processes, and acting as a liaison with insurance carriers. This position ensures compliance with federal and state regulations—particularly the Affordable Care Act (ACA)—and maintains accurate records, prepares required reports, and safeguards confidential information as the organization's HIPAA Privacy Officer.

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## Key Responsibilities (include but are not limited to):

- Enter, update, and verify employee benefit enrollments, deletions, and information changes.
- Collect and maintain information for insurance companies regarding potential claims or risks.
- Submit property loss and liability insurance claims; follow up with employees and insurance representatives.



- Develop and implement procedures to ensure compliance with regulations related to employee benefits, workers' compensation, and insurance plans.
- Maintain thorough knowledge of Affordable Care Act (ACA) rules and regulations.
- Track part-time employee workloads and calculate/submit ACA-related fees.
- Create and maintain systems to ensure ACA compliance.
- Serve as HIPAA Privacy Officer, ensuring confidentiality of employee protected health information.
- Respond to HR information requests, including employment verifications.
- Provide benefits information during new employee onboarding.
- Establish, organize, and maintain personnel and departmental records (hardcopy and digital).
- Determine appropriate systems and methods for data storage, retrieval, and reporting.
- Collect, compile, and tabulate data for administrative and government reports using databases, spreadsheets, and files.
- Prepare reports and employee benefit statements.
- Compose correspondence and produce letters, memos, reports, charts, forms, and other HR documents.
- Follow all ArcMorris policies, procedures, and guidelines.
- Perform other related duties as assigned.

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### **Qualifications:**

- Bachelor's degree in Business, Public Administration, Human Resources, or a related field.
- HRIS experience required.
- ADP experience preferred but not required.
- Three to five years of related experience or a combination of education and experience aligned with job requirements.
- Proficiency with computerized communication and record-keeping systems.
- Strong analytical, interpersonal, and communication skills.
- Ability to manage sensitive and confidential information with discretion.

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### **Benefits Include:**

- 100% Employer-Paid Medical, Dental & Vision (single coverage after 90 days)
- Employer-Paid Life Insurance
- Supplemental Insurance (disability, accident, critical illness)
- Legal Insurance (50% employer-covered)
- Employee Assistance Program (24/7 confidential support)



- 403(b) Retirement Plan (up to 8% employer contribution after 1 year)
- Paid Time Off (vacation, sick, personal, holidays)
- Birthday Day Off (after 4 years of service)
- Flexible Spending Account (medical & dependent care)
- Training & Tuition Assistance
- Mileage & Meal Reimbursement
- Direct Deposit
- Employee Recognition Programs

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### Apply Today

**Gene C. Rossi, Recruiter – ArcMorris**

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**APPLY NOW**