



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

Position Title: Benefits Coordinator	Department: Human Resources
Opening date: 1/31/25	Closing date: 2/14/25
# of vacancies: 1 Full-time	Location: Kiowa Tribal Complex, Carnegie

POSITION DETAILS:

Status: Full-time	Reports to: Human Resources Director
Classification: Non-Exempt	Salary Range: \$18.00 per hour - \$25.00 per hour
Division: Tribal Operations	

JOB SUMMARY: This position coordinates and manages all functions associated with administering the Tribe's employee benefits programs: health insurance, short-term and long-term disability insurance, workers' compensation claims. Ensures compliance with all reporting requirements.

RESPONSIBILITIES:

- Provide timely assistance to Kiowa Tribe employees and internal departments while managing the Tribe's health, disability, retirement, and worker's compensation plans.
- Serves as a specialist with FMLA compliance.
- Arrange and conduct new employee orientation to ensure timely submission of enrollment/change forms, verifies the calculation of the monthly premium statement for the Administration and maintains.
- Statistical data relative to premiums, claims, and costs – Resolves administrative problems with the carrier representatives.
- Answers employee calls and walk-ins in a responsive and professional manner.
- Processes benefit applications for new hires, life event changes, and transfers.
- Assesses and determines the eligibility of employees and dependents; assigns effective dates for benefits, communicates the status of changes with employees.
- Process employee status changes affecting benefits eligibility or file maintenance, such as termination of employment, reduction in hours, name/address and depend changes, and department transfers.
- Holds new hire orientation, as needed, and recommends suggestions and improvements to the HR director.
- Reviews benefits with new employees through the orientation process; communicates benefits changes with existing staff as needed.
- Manages third-party benefits billings, requiring monthly/reconciliation and frequent audits; processes journal vouchers as necessary.
- Serves as a liaison between third-party benefit providers and employees.
- Collaborates with various departments along with HR database system to ensure proper internal programs and voluntary payroll deductions are accurate.
- Maintain and develop reports and reconcile monthly billings using the HR benefits software program; troubleshoot program issues and recommend a course of action or program enhancement.
- Create and process various reports on a frequent or as-needed basis; identify missing deductions or programs not charged and take appropriate action as needed.

HOW TO APPLY: Complete an employment application which is available online at: kiowatribe.org/job-opportunities.

**Submit completed applications to hr@kiowatribe.org or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

- Manages employee benefits file and HRIS software benefits sections by ensuring files are in order, accurate, and adequately documented.
- Maintains and ensures all benefit booklets and information brochures are accurate and current for dissemination; orders benefit booklets as needed.
- Understands and applies FMLA, COBRA, HIPAA, and other related benefit regulations/laws
- Assist employees with filing workers' compensation or short-term disability claims; track claims.
- Other duties as assigned.

QUALIFICATIONS:

- Must possess a High School diploma or GED equivalent.
- **Preferred education:** Bachelor's degree in Human Resources, Business Administration or related field. Retirement Plan associate certification, Certifies Employee Benefits Specialist (CEBS). SHRM and/or THRIP I & THRIP II certifications.
- Two (2) years of work experience in Human Resources, Benefits Administration or related fields.
- Must possess experience with benefits, human resources and payroll HRIS software (i.e. ADP, Paycom, etc.)

REQUIREMENTS:

- Must possess a valid driver's license and be insurable under the Kiowa Tribe's motor vehicle insurance.
- Must be willing to submit to and pass a background investigation which displays a good moral character.
- Must be willing to submit to and pass drug testing.
- A majority of work will be completed in an office setting.
- Must be able to stand and sit for long intervals.
- Occasional travel may be required to fulfill job duties.

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