

**DEALER TIRE FAMILY OF COMPANIES  
POSITION DESCRIPTION**

<https://www.dealertire.com/careers-listings/?career=people>

**Title:** Manager, Benefits

**Reports To:** Senior Manager, Associate Service Center

**FLSA Status:** Exempt

**Date Created:** 03/07/2023

**As Manager, Benefits, your essential job responsibilities will include the following:**

**Health, Welfare & Wellness**

- Responsible for the overall management and administration of all health and welfare benefit programs for the Dealer Tire Family of Companies, inclusive of all activities related to vendor selection, vendor management, compliance and enrollment: medical, dental, vision, life, and flexible spending accounts, including ERISA, HIPAA, Section 125 and COBRA compliance.
- Partners with benefits broker and Benefits Committee to evaluate and compare existing company benefit programs with those of other employers by analyzing external plan designs, surveys, and other sources of information.
- Participates in area and industry surveys. Collaborates with the Benefits Team to develop strategies and reviews recommendations for annual renewal and partners with benefits broker to present to the Benefits Committee.
- Participates in the evaluation of cost and claims analysis provided by broker and engages broker to assist with developing the annual renewal strategy and open enrollment planning.
- Manages the process of adopting approved new plans and changes by overseeing and managing the preparation of announcement materials, booklets, and other media for communicating new plans to associates. Conducts associate meetings and arranges for associate re-enrollment in plans. Conducts associate benefit communication meetings. Revises and reissues all communication materials when necessary due to changes or legislative requirements.
- Reviews all proposed changes to benefit documentation such as original and amended plan texts, benefit agreements and insurance policies and revises as necessary. Instructs insurance brokers, insurance carriers, trustees, and other administrative agencies outside the company to effect changes in benefit program. Ensures prompt and accurate compliance.
- Supervises maintenance of human resources PHI records ensuring HIPAA compliance and overall accuracy.
- Maintains ACA Compliance, including, but not limited to, reporting and distribution of required documents, researching and responding to IRS discrepancies, and working with benefits direct reports to ensure that manager, associates, and payroll are alerted to changes in status due to ACA guidelines.
- Manages positive working relationships with carriers, providers, brokers, attorneys, and third-party administrators to develop and maintain benefit plans.
- Processes proper termination documentation, as needed, to ensure compliance with federal and state regulations, including, but not limited to, COBRA notifications, separation notices and ensuring administration of applicable benefits.
- Oversees and provides direction with researching, planning and the launch of the annual incentive-based wellbeing program.
- Provides strategic leadership and guidance with regards to benefits programs and strategies.
- Collaborates and partners with the HR teams across the Dealer Tire Family of Companies in achieving HR functional strategies and priorities.

**Plan Management, Administration & Compliance**

- Administers associate retirement plan in partnership with broker and legal counsel, including quarterly fund performance review and all other requirements to ensure company maintains fiduciary responsibility, contribution, and match calculations.

- Ensures accuracy of automated file integrations to vendor of all plan cash flow activities including loans, distributions, QDROs, rollovers and annual MRDs, enrollments, contribution changes and terminations, annual reporting and compliance testing, annual audit and 5500 submissions.
- Manages all associate communication and counseling including addressing routine and non-routine questions, and all activities required to maintain ERISA, EGTRAA and IRS compliance.
- Audits and assures company compliance with provisions of applicable federal and state health and welfare and retirement plan legislation in a multi-state environment.
- Prepares reports and applications required by law to be filed with federal and state agencies, such as Internal Revenue Service, Department of Labor, CMS, state departments of insurance, and other regulatory agencies.
- Reviews and analyzes changes to state and federal laws pertaining to health and welfare and retirement plans and reports necessary or suggested changes to management.
- Coordinates company benefits with government sponsored programs.

#### **Customer Service**

- Advises and counsels management and associates on existing health and welfare and retirement benefit plans.
- Handles benefit inquiries and complaints to ensure quick, equitable, courteous resolution.
- Maintains contact remotely, and by phone or mail, with hospitals, physicians, insurance companies, associates, and beneficiaries to facilitate proper and complete utilization of benefits for all associates.

#### **System**

- Ensures current information is maintained on the company's benefits website, with all associate communication materials required for compliance and other items to promote positive communication and education about all retirement and benefit plans and programs.
- Develops and runs standard and ad hoc reports from Workday as needed.
- Assesses, recommends, and implements process and system improvements to deliver improved efficiency and scalability of our benefits and administration activity.

#### **Leadership, Mentoring and Coaching**

- Provides leadership, coaching and development opportunities for direct reports across the Dealer Tire Family of Companies.
- Communicates operational priorities, objectives, and goals.
- Facilitates problem solving and collaboration.
- Completes a performance evaluation of each team member and recommend appropriate action such as promotions, counseling, and termination.
- In collaboration with leadership, determines staffing needs, interviews potential candidates, and hires associates.

#### **Other Duties as Assigned**

#### **Position Requirements**

- Bachelor's degree or equivalent work experience required - CCP and/or CEBS certifications preferred.
- Minimum of 6 years of experience with health & welfare plan administration.
- Minimum of 6 years of experience with retirement plan administration.
- Minimum of 4 years' experience using HRIS systems, Workday preferred.
- Excellent leadership and interpersonal skills.
- Extensive experience with benefit audits, such as dependent audits, retirement plan audits and auditing of data in the HRIS as well as other information.
- Customer-focused, well organized with proven ability to organize people, paper, time and priorities.
- Meticulous about detail, organized, careful and accurate.
- Proven ability to manage projects and meet deadlines while maintaining high quality.
- Demonstrated strong analysis and reporting capabilities as well as business acumen. Able to give and receive critical feedback, and otherwise function as an effective member of a team.
- Strong analytical and problem-solving skills.
- Eagerly attacks new challenges.

- Proven ability to keep confidence, and deal with confidential information and sensitive situations with tact and maturity.
- Strong personal integrity. Ability to tie personal values to the Company's Values and able to apply those in daily decisions and encourage same behavior in others.
- Proficient in MS Office; advanced in Excel.

**Competencies Required**

- Results Orientation
- Agility
- Initiative
- Influence
- Customer Focus
- Recognizes Implications
- Listens for Meaning
- Learns Quickly
- Works Efficiently
- Applies Knowledge

**Physical Job Requirements**

- Continuous viewing from and inputting data to a computer screen.
- Sitting for long periods of time.
- Travel as necessary (<10%).

**Drug Policy**

- Dealer Tire is a drug-free environment. All applicants being considered for employment must pass a pre-employment drug screening before beginning work.

*Please check the box that applies, sign and date upon acceptance of a position with Dealer Tire.*

*( ) I can perform all of the essential functions of this position with or without accommodations.*

Signature/Date\_\_\_\_\_

Print Name\_\_\_\_\_