

**Job Title:**

Benefits Specialist

Riley Safer Holmes & Cancila LLP (RSHC) is a diverse, service-oriented, and technologically sophisticated firm that is committed to providing legal and client service at the highest levels. We have a national litigation and transactional practice with more than 80 lawyers in offices located in Chicago, San Francisco, Irvine, Ann Arbor, and New York. Founded March 1, 2016, our partnership features leaders in many fields of litigation and transactions including class actions, white collar, product liability, real estate, intellectual property, mergers & acquisitions, and general litigation.

Job Summary:

The benefits specialist is responsible for assisting with the administration of all benefits and retirement programs, including medical, dental, vision, life insurance, short- and long-term disability, and 401(k) plan. The benefits specialist will act as one of our contacts for employees regarding benefits-related inquiries and providing guidance on plan options/ eligibility. This role involves maintaining accurate employee records, processing benefits enrollments and changes, and ensuring compliance with federal and state regulations.

Essential Duties and Responsibilities:

- Ensures the accuracy of all benefits enrollments in the HRIS to provide vendors with accurate eligibility information.
- Assists with new-hire orientation benefit overview.
- Performs quality checks of benefits-related data.
- Assists employees regarding benefits claim issues and plan changes.
- Distributes all benefits enrollment materials and determines eligibility.
- Enrolls employees with carriers and process life status changes.
- Processes and administers all leave-of-absence requests and disability paperwork: medical, personal, disability and FMLA.
- Effectively interprets FMLA and ADA implications as they relate to leaves of absences/disabilities.
- Oversee the administration of 401(k) plans and other retirement plans. This includes submitting contribution and loan files, coordinating fund transfers, and reviewing plan data.
- Responds to 401(k) inquiries from managers and employees relating to enrollments, plan changes and contribution amounts. Manages the annual catch-up contribution enrollment.
- Prepares accurate 401(k) compliance materials in a timely manner including but not limited to: Form 5500 filings, Summary Annual Reports and Summary Plan Descriptions. Ensures administration of Company-sponsored 401(k) plans in compliance with all legal and regulatory requirements.
- Assists with the open enrollment process.

- Provides necessary reports for allocation/billing charges.
- Experience with using and implementing ADP Workforce Now.
- Configuring and customizing the HRIS system (ADP) to meet specific organizational needs.

**This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.*

Education and/or Experience:

- Associate's degree in HR or related field, but experience and/or other training/certification may be substituted for the education.
- Two years' experience in HR and/or benefits administration.

Preferred:

- Bachelor's degree in human resources or related field of study.
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) certification credential.

Required Skills/Abilities:

- Minimum of 2 year of law firm experience.
- Extensive knowledge of employee benefits and applicable laws.
- Proficient with Microsoft Office Suite or similar software.
- Proficiency in Outlook and database applications and ability to adapt to new software programs.
- Strong organizational skills, attention to detail, the ability to balance multiple tasks in a fast- paced environment, and the ability to manage confidential information with discretion.
- Excellent written/verbal communication skills, strong interpersonal skills, and the ability to work independently and as part of a team.
- Ability to prioritize and balance competing demands and meet deadlines in a fast-paced professional environment.
- High degree of motivation, with driving sense of responsibility, accountability, and responsiveness.
- Flexible and willing to work hours needed to fulfill the responsibilities of the position.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Salary Range:

\$70,000-\$75,000

**Salary will be determined based on the candidate's experience and skillset.*

The position is full-time non-exempt and requires standard employment screens, including a background check of educational, employment, and criminal histories. RSHC offers a

comprehensive benefit package which includes medical, dental, vision, life insurance, short-term and long-term disability, and 401k.

RSHC is proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. RSHC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

No calls or solicitations from recruiters accepted.