

# BENEFITS MANAGER

Benefits managers are in charge of the corporation's benefit programs which would include retirement plans and health insurance. It is also the responsibility of the benefits manager to choose the benefits supplier for the company.

## WHAT RESPONSIBILITIES WILL I HAVE?

- Determine the company's pay system and benefit allowances
- Advise which benefits programs the company should use
- Responsible for the functional support related to third party benefits administration systems and feeds including documentation and testing
- Research benefits program options and anticipate price changes
- Communicate benefit rules and regulations to employees
- Manage records for benefits
- Ensure the integrity of the data required for successful administration by the third party administrators including system audits and system testing (new hires, terminations, status changes, annual enrollment, etc.)
- Hire and train benefits staff
- Prepare benefits budgets
- Attend benefits workshops to learn about new services being offered in the marketplace
- Create benefit reports
- Responsible for the functional support related to compensation reporting and testing
- Responsible for routine and ad hoc reporting and analysis as required: including quarterly experience, claims analysis, financial reporting and annual enrollment reporting
- Ensure all benefit plans are operated in compliance with applicable government regulations and required reporting and disclosure are completed in accordance with regulations



## WHAT EDUCATION & TRAINING IS REQUIRED?

A Bachelor's degree in human resources, finance or business administration is required

## THE FOLLOWING HIGH SCHOOL COURSES ARE RECOMMENDED...

Agricultural education, mathematics, personal finance, business courses and statistics

## TYPICAL EMPLOYERS

Medium to large-scale agricultural companies

## FUTURE JOB MARKET/OUTLOOK



## SUGGESTED PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS

- National Human Resources Association
- Society for Human Resources Management
- The Association of Benefits Administrators

## AVERAGE ANNUAL FULL-TIME SALARY

\$52,000