

ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION

POSITION TITLE: Benefits Management
Administrative Analyst

EFFECTIVE DATE: 2026

DEPARTMENT: Financial Services

POSITION SUMMARY:

The Benefits Management Administrative Analyst assists the Director of Benefits & Risk Management as well as other finance department employees in areas of Health Care Administration, Payroll, retirement plans for Lay Employees and Priests and Payroll.

This position will focus on efficiencies in the office and customer service for internal and external requests.

CREDENTIALS & EXPERIENCE:

- Bachelor's Degree in Business preferred or minimum significant relevant experience in a business environment, to include church or other not-for-profit.
- Excellent customer service skills and extreme attention to detail.
- Excellent written, verbal and interpersonal communication skills.
- Basic Accounting knowledge
- Self-Starter; shows initiative, works without regular supervision.
- The ability to quickly analyze a situation and develop an action plan in conjunction with the Director of Benefits & Risk Management and Finance Office Staff.
- Possess a collaborative, team-based approach to work.
- Possess a strong work ethic with the ability to maintain strict confidentiality.
- Knowledge of the Catholic faith and its structures important.
- Participation in review of Plan Administrator Proposals preferred
- Knowledge of Administrator Network negotiations, contracting and claim adjudication preferred.
- Participation in the monthly review of Plan Administrator billings to the Self Insurance Program

REPORTS TO: Director of Benefits & Risk Management

DUTIES & RESPONSIBILITIES:

- 1.* Exercises discretion and judgment when assisting with compliance within the administration of the Health & Welfare Benefit Plan & Retirement Plans Works with insurance carriers, outside legal counsel and broker researching complex questions.
- 2.* Assists with the annual Enrollment for benefit plan enrollment and plan compliance.
- 3.* Exercises discretion and judgment in preparing communication to business managers, priests and principals on matters involving benefits and payroll effected benefit plan billings.

4. Manages periodic bulk mailings.
- 5.* Assists with the maintenance of the Employee Benefits & Risk Management pages of the resources.catholicaoc.org website and periodic Finance Office Update mailings.
- 6.* Assists the Director in arranging on and off-site meetings, to include preparation of materials and occasional in-person participation.
- 7.* Assists the Director in preparing materials for the review of various committees.
- 8.* Interacts with location administrations, employees, priest, retirees, and Archbishop's office.

SUPERVISION RECEIVED:

Works under the direction of the Director of Benefits & Risk Management

SUPERVISION EXERCISED: None

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT:	Exempt	7 hours per day	35 hours per week
		260 Days	12 months

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

_____ Employee Signature	_____ Printed Name	_____ Date
_____ Supervisor Signature	_____ Printed Name	_____ Date