

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Benefits Manager

EFFECTIVE DATE: 08/2026

DEPARTMENT: Financial Services

LEVEL: S

POSITION SUMMARY:

The Benefits Manager provides leadership, oversight, support, and strategic direction for the Archdiocese's benefit programs. The Benefits Manager ensures benefit programs are administered in accordance with Catholic values and principles while maintaining compliance with applicable federal and state laws.

CREDENTIALS & EXPERIENCE:

- Bachelor's degree in Business, Human Resources, Finance, or related field; Master's degree preferred.
- Significant experience in employee benefit and retirement plan administration.
- Knowledge and experience in health plan documents, Affordable Care Act requirements, payroll and payroll tax issues, and retirement plan administration.
- Strong analytical, communication, and relationship management skills.
- Experience in a diocesan, parish, or nonprofit environment preferred.
- Demonstrated commitment to confidentiality and Catholic values.

REPORTS TO: Director of Financial Services/CFO

DUTIES & RESPONSIBILITIES:

- 1.* Oversee the direction and communication of Archdiocesan health and welfare plans including: health & prescription, dental, vision, long term disability, group term life, and flexible spending accounts. Ensure compliance with applicable regulations including the Affordable Care Act.
- 2.* Serve as Plan Administrator for the Lay Employees 401(k) Plan & Lay Employee Pension Plan. Work with trustees, legal counsel, and committees to ensure regulatory compliance.
- 3.* Serve as staff liaison to the Health Care Advisory Committee, including meeting coordination, preparation of materials, and recordkeeping.
- 4.* Manage relationships with healthcare consultants, brokers, third-party administrators, and benefit providers to assist with addressing eligibility, benefit, application and claims questions from parish and school administrators.
- 5.* Assist retirees with Medicare-related questions and support parish administrators in completing governmental forms.

- 6.* Monitor healthcare claims. Work with vendors and administrators to address trends and service issues.
- 7.* Prepare reports and presentations for leadership and advisory groups.
- 8.* Collaborate with the Chief Financial Officer on benefit strategy, administration, and financial oversight. Perform other benefit-related duties or special projects assigned by the Chief Financial Officer.

SUPERVISION RECEIVED:

Works under the direction of the Director of Financial Services/CFO

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