

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Benefits & Risk Management Administrative Analyst

EFFECTIVE DATE: 09/2024

DEPARTMENT: Financial Services

POSITION SUMMARY:

The Benefits & Risk Management Administrative Analyst assists the Director of Benefits & Risk Management as well as other finance department employees in areas of Health Care Administration, Risk Management for Property and Liability, Workers' Compensation, 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, interpersonal communication skills.
- Basic Accounting knowledge
- Self-Starter; shows initiative, work without regular supervision.
- The ability to quickly analyze a situation and develop an action plan in conjunction with the Assistant 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.
- A willingness to expand knowledge of health insurance, property and liability insurance, contract law, and risk management.

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.
2. Works with insurance carriers, outside legal counsel and benefit consultant researching complex questions to assist the Director.
3. *Assists with the preparation of the annual property and casualty insurers' comprehensive policy applications.
4. *Assists with the preparation of annual billings for Property and Liability insurance and tracks collection.
5. *Exercises discretion and judgment in preparing communication to business managers, priests and principals on matters involving benefits and risk management.

