

Benefits Analyst I

Salary: \$57,035.20 - \$85,552.80 Annually

Website: FFRET.com

Job Type: Unclassified

Opening Date: 07/24/2024

Location: Baton Rouge, LA

Closing Date: 8/7/2024

Description:

The Firefighters' Retirement System (FRS) seeks applications from career-minded individuals interested in serving firefighters enrolled in the FRS Pension System in the capacity of a Benefits Analyst I position.

This position, under the direct supervision of the Benefits Manager, performs benefit functions of a statutorily created public employees' defined benefit retirement system of approximately 8,600 members, operating in a complex financial, legislative, and regulatory climate. The Benefits Analyst I serves as a member of the benefits team for the Firefighters' Retirement System (FRS), and is responsible for calculating estimates and retirement benefits for members, retirees, survivors, and beneficiaries, as well as other assigned benefit processes. This position also counsels individual members and beneficiaries about their benefits, ensures member forms are processed in a timely manner, and must be knowledgeable of laws and Board policies relative to benefits administration. The Benefits Analyst I may prepare and make presentations as needed, and attend and participate in educational opportunities, which may require travel.

Review of applications will begin on 8/8/2024. Interested candidates should submit their resumé, contact information for three references, and college transcript (official transcript to be collected at interview) via email to FRS@ffret.com. Additional information about Firefighters' Retirement System can be accessed at ffret.com.

The successful candidate will be subject to a background and credit check as a condition of employment.

Minimum Qualifications:

Bachelor of Science (or equivalent) college degree in any field of study, supplemented with one year of relevant work experience in accounting, auditing, banking, benefits, finance, human resources, or pensions.

Examples of Work:

Responsible for calculating estimates and benefits for retirees, survivors, and beneficiaries, entering member data into system to ensure benefit payments are accurate and prompt, verifying legal documents, responding to and communicating with members about their benefits and options in a prompt, professional and courteous manner, preparing correspondence, communicating with fire districts, other retirement systems, and individual members on a variety of retirement-related issues, assisting with development of presentations, participate in various special projects and other duties as assigned.

Benefits:

FRS offers options for health insurance (including Dependent Care and General FSA), life insurance, participation in the Deferred Compensation Plan, and membership in the FRS pension system.

NOTICE OF NON-DISCRIMINATION (FULL DISCLOSURE)

It has been, and will continue to be, the policy of FRS to be an equal opportunity employer. All employment decisions are based on job-related standards and must comply with the principles of equal employment opportunity.

In keeping with this policy, FRS will continue to recruit, hire, train, and promote into all job levels the most qualified persons without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status, or retirement status. All personnel actions, such as compensation, benefits, layoffs, training, and education are administered without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status, or retirement status.