

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2017-159      **Issue Date:** 07-17-17      **Closing Date:** 07-31-17

**Insurance Benefits Specialist**  
**Tribal Insurance**  
**Department of Finance**  
**Hourly Wage: \$20.49-\$23.50/DOQ/Regular/Full-Time**

The Insurance Benefits Specialist is responsible to clearly explain retirement benefits [(401) (a) and (401) (k)] and assist employees with general questions and retirement forms. Responsible to analyze and validate eligibility requirements and process applications for retirement benefits [(401) (a) and (401) (k)]; entering and updating information as needed in the financial accounting software and online benefits portal. Reviews [(401) (a) and (401) (k)] financial statements, reconcile accounts (spreadsheet cuff account) and generates various reports. Must have up-to-date knowledge and a clear understanding of overall insurance benefits and coverage, deductibles, employer contributions and employee premiums. Ability to fill in when needed to assist employees with health benefits and Tribal Driver Permits.

**Knowledge, Skills and Abilities:**

- Ability to maintain strict confidentiality of program and client information.
- Knowledge of Benefits Plans, laws and regulations to include Health Care, ERISA, HIPAA, etc.
- Knowledge of Yakama Nation's [401(a)] Employee Retirement Plan, [401(k)] Retirement Savings Plan and Health Plan.
- Knowledge of insurance terminology such as Third Party Administrator (TPA), Broker, Customary & Reasonable Fees (UCR), Preferred Provider Network (PPO), deductible, out-of-pocket, no-pay, etc.
- Works closely with vendors, third party administrators, consultants, and benefits counsel.
- Must have up-to-date knowledge and a clear understanding of insurance benefits and coverage, deductibles, employer contributions and employee premiums.
- Position requires detail and accuracy when working with numbers to extract, compile, report, and enter data in a meaningful format.
- Ability to maintain standards of professionalism, in attire, appearance, attitude, and presentation.
- Ability to work with minimal supervision and maintain effective working relationships.
- Ability to multi-task, organize and manage priorities effectively and timely.
- Ability to demonstrate excellent communication skills in written and verbal form.
- Knowledge of governmental accounting principles, practices and terminology.
- Knowledge of the current accounting software system in order to perform transactions.
- Intermediate to advanced skills in basic office software (e.g., Word, Excel, and PowerPoint) required.

**General Recruiting Indicators:**

- Requires a Bachelor's Degree from a four year college or university in Business Administration or related field and two years of related experience. Or, five years of progressive experience as a Benefits Specialist or a related position may be substituted for education.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver License, with the ability to obtain a Yakama Nation Tribal Driver's Permit.
- Yakama enrolled preference.