

## Coordinator, Benefits and Billing

<b>Start Date:</b>	Immediate
<b>Team:</b>	Team Talent Operations
<b>Location:</b>	Brooklyn, NY or New Haven, CT or Providence, RI

### About Achievement First:

Achievement First serves 15,000 students in 37 schools in five communities across Connecticut, New York, and Rhode Island. All of our students come to us through blind lottery. The majority are Black, Latinx, and children from low-income families who will be the first in their families to graduate from college. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all of America's children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. For more information about the Achievement First mission, model, our schools and team, please visit our website at [www.achievementfirst.org](http://www.achievementfirst.org).

### Summary:

Achievement First exists to close the achievement gap and address inequity facing the communities that we are honored to serve. We have a two pronged approach: people and program. In terms of program, we know that our curriculum, assessments, and school design are key to our success. But they are not enough – and they will not have impact without the right highly talented teams in place to execute, innovate, and make our network a place of excellence. Therefore, our ability to attract and keep the right (extremely talented) people is equally mission critical. While our school leaders work to create school environments that allow our teachers and deans to meet their full potential, we must also build network-wide structures, policy, strategy, and ethos that drives culture across AF.

Achievement First's Talent Operations team ensures strong talent practices are effectively and consistently implemented across the AF network as the organization adapts to scale. The team also seeks to create a world-class employee experience such that all employees feel valued and want to stay at AF to relentlessly support student success. The team accomplishes this by:

- Overseeing comprehensive performance evaluation systems
- Offering competitive total rewards package
- Fueling people leadership practices with strong talent data, clear guidance, and efficient processes
- Creating avenues for employee input and feedback through various talent management surveys

The Talent Operations Team is laser-focused on redesigning and automating current talent-facing systems across the network, in service of providing a best-in-class work experience for our employees. While every school site has on-site HR support through their Director of School Operations (or DSO), our

team is responsible for managing every employee benefit and the relationship between AF and those vendors.

Reporting to the Director, Employee Relations & HR Policy, the Benefits Billing Coordinator will be responsible for reconciling and executing payment on all benefits vendor invoices on a monthly basis. They will also be responsible for billing every school for their portion of the monthly premium paid to each vendor.

**Responsibilities of the Benefits Billing Coordinator will include but are not limited to:**

**Invoice Coordination and Execution**

- Receive, reconcile and remit payment for all monthly group insurance plan and premium invoices (including, but not limited to, medical, dental, vision, life/add insurance, LTD, STD, EAP, FSA programs, COBRA, DBL).
- Create and remit all invoices to each AF school on a quarterly basis, including reconciliations and adjustments from prior quarter.
- Process all claim and reconciliation for FSA plans.
- Receive and reconcile all COBRA payments received from third party COBRA administrator.
- Create and process all manual HRIS benefits enrollment adjustments.
- Monitor weekly and monthly HRIS reports to ensure updates and benefit payments from employees are accurate.
- Work with schools, employees and payroll to ensure all benefit under or over payments are executed.
- Support the Benefits team in presenting information and answering questions for employees, particularly during open enrollment summer months.
- Support/Assist Benefits Associate in completing benefits reporting requirements and ensuring distribution of required employee notices.
- Support annual open enrollment project on benefits enrollment and eligibility platform, including extensive quality and accuracy testing; work with vendor, Benefits, Payroll and IT.
- Quality check all status changes for employees becoming eligible for benefits.
- Other duties as assigned.

**Skills and Characteristics**

- Experience with spreadsheet applications (Excel, Google Sheets) is required
- Prior experience managing a HRIS is preferred
- Excellent written and oral communication skills is required
- Attention to detail and quality is critical
- Continuous improvement mindset: seek out ways to improve our systems and processes and execute flawlessly
- Customer service mindset: responding to and partnering with end users to solve challenges is a must
- Ability to work independently to meet deadlines is critical
- Communication and critical problem solving: able to explain complex processes at both detailed and high levels, in writing and in conversation
- Adept at giving and receiving feedback

- Show humility, strong work ethic, and a sense of humor
- Strong sense of discretion and empathetic outlook
- Belief in the Achievement First mission and educational model

#### **Educational Background and Work Experience**

- 2+ years of work experience required
- At least 1 year of working in human resources is preferred
- Some college preferred
- Willingness to travel to our schools and offices throughout Connecticut, Rhode Island, and New York, as needed, is required

#### **Compensation**

Salary for this position is very competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

#### **To Apply**

Please complete and submit the below linked form.

<https://app.smartsheet.com/b/form/530c3adb333e48ddb5874b550c1bef89>

To Learn More About AF, please visit the Achievement First careers site at [www.achievementfirst.org/careers/](http://www.achievementfirst.org/careers/).

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. You can learn more about diversity at Achievement First here: [www.achievementfirst.org/about-us/diversity/](http://www.achievementfirst.org/about-us/diversity/).