



Benefit Processor – Department

Advantage Administrators assists approximately 500 employer clients and over 10,000 participants with their benefit accounts. Assistance includes benefit claims processing and denials, enrollment and terminations, plan compliance and benefit card information. Benefit Processors also will assist in various projects as directed.

Become a Benefit Claims Specialist. You will be processing claims daily and expected to be knowledgeable of procedures, accounts, and compliance. Provide on-going assistance to team members. As a Benefit Processor, you will assist our Lead Administrators with claims questions.

Upload claims received into our document imaging software.

Process and maintain accurate benefit plan enrollment records as they are submitted by the client or other benefit manager. Enrollments include new hires, renewals, terminations, dependent and demographic changes. These are presented in a variety of ways both electronic and paper copies.

Execute check disbursements and apply fees associated with disbursements.

Health Savings Account distributions as requested.

Preparation of Plan Discrimination Census Materials and Final Reports.

Ability to utilize technology to administer benefit plans and customer service. We currently use a specialized benefit system by WEX Health a cloud-based program. We also utilize Microsoft products including Word, Excel, Access, Teams and Outlook, Quick Books, Eclipse Imaging, EZ ACH and Navigator.

This list is intended to be an overview and does not include all tasks and duties that may be required.

Attributes

Ability to identify and provide solutions for client needs

Quick learner and detailed oriented

Multi-Task in fast paced environment working often independently, but with a team concept in mind.

Accountability, Communication, Integrity, Organization, Problem Solving, Responsive, Adaptable