Benefit and Retirement Analyst

Port Authority is seeking a Benefit and Retirement Analyst to assist in the coordination and administration of Port Authority's employee benefit and retiree programs, including group life and health insurance, pension and deferred compensation plans, and other related benefit and retirement programs. Develop benefit and retirement workflow analysis for the budget. Collaborate with PeopleSoft HRIS specialist to ensure that benefit and retirement information is accurate. Create detailed historical documentation of retirement and benefit changes as a result of contract modifications.

Essential Functions:
- Updates and maintains premium rate sheets for all healthcare programs. Manages the workflow analysis of monthly premiums paid to vendors to ensure accuracy.
- Reconciles service provider, BNY Mellon, transaction detail and payment compare reports to ensure that information is equivalent with the Retirement Plan Committee Minutes for both union and non-union pension plans. Will be the main liaison to rectify reporting issues with vendor.
- Prepare financial analysis, healthcare budget, retirement/benefit contribution surveys, and reports for senior management and external agencies.
- Responsible for updating the retirement pension mass update file for the deduction of retiree healthcare premiums. Assists department in answering retirement and benefit questions for employees and retirees.
- Prepares GASB45, OPEB, and various other auditing reports that may be requested by Port Authority's actuary.

Job requirements include:

- BA/BS degree in Business Administration, Human Resources Management, Finance, or directly related field from an accredited school.
- Minimum of three (3) years of professional level experience in defined benefit, defined contribution and budget experience.
- Knowledge and understanding of state and federal retirement and benefit laws and regulations.
- Demonstrated ability in the use of Access, Excel, Outlook, PowerPoint, Word and PeopleSoft HRIS
- Professional and effective communication skills.

Preferred attributes:
- Masters degree in Business Administration, Human Resources Management, Industrial Relations or directly related field from an accredited school.
- Certified Benefits Professional (CBP) or Certified Employee Benefits Specialist (CEBS) professional designation.
- Training and experience in PeopleSoft Human Resources Management System (HRMS).

We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Robyn Taylor
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EOE