

Flexible Spending Claims Specialist Job Description

A. POSITION PURPOSE:

The purpose of the HSA/Flexible Spending Administrator is to administer process, coordinate and assure compliance and adherence to each client's HSA and flexible spending plan(s). This position will only handle processing of flexible spending claim and back-up phones on an as needed basis.

B. POSITION ACCOUNT ABILITIES:

- Process HSA and flexible spending claims in accordance with IRS rules and regulations and also in accordance with the terms and conditions of the plan.
- Audit payroll and participant records to assure proper administration of flexible spending accounts.
- Process and run weekly participant HSA and flexible spending payments along with a detailed HSA/flexible spending report.
- Mail or process via direct deposit weekly HSA and flexible spending payments to participants in a timely manner in accordance with the client's agreement.
- Set-up direct deposit accounts and administer direct deposit accounts weekly.
- Implement, coordinate, process and assist with the sale process and set-up of HSA and flexible spending accounts for new or existing clients.
- Proactive and responsive resolution of client issues in a quick, friendly and efficient manner.
- Conduct audits of HSA and flexible spending account benefits.
- Support office staff and advise same of the ongoing status of client issues via weekly updates and reports.
- Other tasks and duties as assigned.

C. POSITION QUALIFICATIONS:

Education: Four year degree or equivalent experience.

Experience: 1-3 years of Flexible Spending/HSA experience

Knowledge

and Skills: In depth knowledge of Medical, Dependent Care, Parking, Transit, HRA and HSA claims processing. Experience with Metevante claims processing is mandatory. Resourcefulness and ability to prioritize necessary. Adept computer skills. MS Office, Word and WordPerfect (mandatory), and excel (mandatory).

Other

Requirements: Strong work ethic; professional; ability to work independently as well as in a team environment; strong interpersonal, organizational communication skills; friendly; eagerness and ability to accept Responsibility; and ability to cope with a variety of situations and manage several accounts without difficulty necessary.

Please forward resume to paulette.rickey@cielostar.com for consideration.