



Diocese of Fort Worth Position Description

Position: **HRIS and Employee Benefits Administrator**
Date Revised: February 2, 2021
Reports to: Chief Human Resources Officer (CHRO)
Location: The Catholic Center
800 West Loop 820 South
Fort Worth, Texas 76108-2919
www.fwdioc.org

General Position Summary: The HRIS and Employee Benefits Administrator is responsible for providing customer assistance and total support to Priests, school administration, employees, supervisors, and managers for all aspects of the Diocesan employee Health and Welfare benefit plans. Also provides support for processing vendor invoices and interfacing with ADP Payroll and Human Resources Information System (HRIS) vendor.

Principal Accountabilities:

- Ensure that all new hires, status changes, and terminations are accurately updated in the HRIS. Monitor and manage the HR email box for inquires and changes.
- Collaborate with the Payroll department to ensure all employees are paid timely and accurately.
- Maintain data in the HRIS to facilitate organization charts, create management reports, employee census reports, etc. Run essential and requested reporting and analyze for trends and efficiency.
- Monitor employee eligibility for benefit plans, audit for changes and/or employee terminations, and work with Accounting to process all vendor and/or HR Department invoices on a timely and accurate basis.
- Organizes and manages both the annual and new hire open enrollment processes.
- Provide accurate and timely information regarding leave programs for all employees and direct employees to the correct carriers and/or third-party administrators (TPA's) for support.
- Coordinate the filing of employee life insurance claims for deceased employees and/or dependents to ensure accurate and timely processing of the claims.
- Routinely monitor, update, and ensure accuracy of the Diocesan Employee Handbook, and other Diocesan material with regards to all employee benefits.
- Ensure that all local, state, and federal employment reports are filed accurately and timely after obtaining review and approval from the CHRO.
- Responsible for ACA reporting and accuracy.
- Ensure that separating employees receive the appropriate documentation including post-employment benefits. Send out Continuation of Coverage notices as necessary and process payments.
- Process and reconcile monthly vendor invoices.
- Maintains data file feeds to vendors and ensures accuracy.



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- All other duties as required.

Working Conditions and/or Physical Requirements:

- This position works in a typical office environment but is subject to stress due to the evolving and quickly expanding needs of the Diocese, tight deadlines and moderate workloads.
- Ability to sit and perform computer work for lengthy periods of time.
- Able to access and maintain centralized departmental files. Involves extending arms and reaching files stored in multiple levels on shelves, climbing up a stepladder to access files.
- Significant amount of time regularly spent on the telephone providing customer service support and problem solving for both internal and external customers.
- Ability to accept work interruptions while still remaining focused on duties.
- Data entry via computer keyboard that requires repetitive and frequent hand and wrist movements.
- Ability to lift up to 35 pounds without assistance and up to 60 pounds with assistance.

Travel Requirements:

- Infrequent travel may be required by car to parishes and/or schools.

Education and Experience Preferred:

- Degree (preferred) in Human Resources or a related field or currently attending college with a major in HR or an equivalent of work experience or a combination of education and work experience.
- Certifications in Human Resources, Payroll, and/or Benefits (preferred).
- 2 to 3 years of experience with Payroll / HRIS and employee benefit plans in a multi-location organization of 1,000 or more employees.

Knowledge and Skills Preferred:

- Microsoft Office / Intermediate to advanced capabilities with a heavy emphasis in Excel, PowerPoint and Word.
- Demonstrated professional written and verbal communication skills.
- Demonstrated analytical, customer service skills and the ability to multi-task.
- Active member in good standing of a Roman Catholic parish community preferred.
- Bilingual (English/Spanish) preferred.

FLSA Designation: Exempt