

IOWA STATE EDUCATION ASSOCIATION

Title: Director of Employee Benefits and Operations

Job Classification: Supervisor - Confidential

Responsibilities:

1. Administers employee benefit plans including enrollments, terminations, benefit changes, and benefit education to staff and retirees.
2. Administers benefit plans in accordance with federal and state regulations and ensures compliance with staff collective bargaining agreements.
3. Develop and foster effective relationships with staff, management team, retirees, clients and various non-employee vendors.
4. Reviews and process of monthly invoices from benefit providers.
5. Prepares and submits various filings and reports as needed.
6. Communicates organizational policies and procedures and ensures proper compliance is followed.
7. Build, direct and process employee payroll.
8. Conduct new hire orientation and employee onboarding.
9. Maintain paper and electronic personnel records.
10. Maintains organization charts and employee directories.
11. Coordinate building operations with property management company.
12. Supervises associate staff.
13. Participates as a member of the management team.
14. Other duties as assigned.

Minimum Qualifications:

1. 2-year degree in Business or Business Management preferred, or equivalent experience.
2. Previous supervisory experience preferred.

Working Conditions:

Generally sedentary work. This position requires the individual to stand, sit, walk short distances, and lift up to 40lbs periodically. A valid driver's license is required.

Salary & Benefits:

Salary Range - \$75,000-\$84,000

Benefits include family health, dental, vision, life, long-term disability, AD&D, paid vacation and sick leave, 401k and a fully funded employer paid pension plan.

Resumes should be sent to careers@isea.org