



**POSITION TITLE:** Benefit Assistant  
**PRIMARY SUPERVISOR:** Controller  
**DEPARTMENT:** Finance  
**SUPERVISES:** None  
**STATUS:** Non-Exempt  
**SALARY RANGE:** Beginning salary will be commensurate with education and experience and based on appropriate industry standards.

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**POSITION DESCRIPTION:** The Benefit Assistant is responsible for maintaining employee information and set up in HR Management system; Keep track of employee benefits and deduction changes and update HRIS and other systems as needed; Set up and maintain employee electronic timesheets and provide trainings to employees as needed; Support payroll team on various tasks; Coordinate/communicate with HR and external parties regarding employee information/benefit changes; Provide support to employee inquiries related to benefits/information changes; Support Facilities department with facilities related tasks.

**REQUIREMENTS & QUALIFICATIONS:**

- High School diploma or GED equivalent. College degree in related major preferred but not required.
- A minimum of one year of experience supporting HR or payroll.
- Experience and knowledge of different kinds of employee benefits, health insurance, retirement plans, etc.
- Proficient in Excel and Word.
- Knowledge and experience of accounting and payroll is a plus.

**DUTIES & RESPONSIBILITIES:**

**All of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure that the core operating values and the strategic direction of the agency are adhered to.**

1. Set up and maintain employee information/record in HR Management system
2. Keep track of employee benefit enrollment/termination/changes and update all internal/external systems accordingly
3. Be sure all employee changes are input into corresponding systems timely and accurately
4. Submit assigned reports on time.
5. Calculate monthly benefit premium payment amount and have it ready for supervisor review before due date.
6. Set up and maintain employee electronic timesheets and provide trainings to employees as needed.

7. Coordinate/communicate with HR and external parties regarding employee information/benefit changes.
8. Provide support to employee inquiries related to benefits/information changes.
9. Assist during benefit open enrollment, retirement plan audits, financial audits and other special projects as needed.
10. Cross train and perform payroll, accounting and other duties according to agency needs.
11. Support Facilities Coordinator with facilities related tasks, including but not limit to:
  - a. Daily office walk-through
  - b. Office supplies distribution to all agency sites, if needed
  - c. Company car inspection
  - d. Incoming mails distribution and outgoing mails stamping and drop off
  - e. Contacts vendors and meet with vendors on all agency sites, if needed
  - f. Maintain and update facilities worksheets
  - g. Be able to drive to different agency sites and post office when needed
  - h. Perform other facilities related tasks as needed
12. Must be able to perform duties with moderate to low supervision
13. Be able to research and resolve issues with moderate to low supervision
14. Be flexible to work overtime during busy season.
15. Strong interpersonal and communication skills

### **Confidentiality and Privacy**

Adheres to all legal parameters for ensuring and maintaining clients' confidentiality including HIPAA, State and Federal laws.

### **Knowledge, Skills and Abilities**

Analytical Ability	Teamwork	Problem solving	Quality Management
Technical Skills	Interpersonal Skills	Excellent oral & written communication	Delegation
Business Acumen	Professional Demeanor	Strong Ethics & Judgment	Motivational skills
Must be adaptable	Excellent Attendance & Punctuality	Dependable	Takes initiative
Time Management	Leadership	Flexibility	Enthusiasm

Appreciation of Diversity	Organizational skills	Detail oriented	Professional Appearance and demeanor
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*The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas.*

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*The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County's most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.*

***To apply, please email resume along with cover letter to [hr@thevillagefs.org](mailto:hr@thevillagefs.org) with subject line **Benefit Assistant.*****