



North Atlantic States CARPENTERS BENEFIT FUNDS

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North Atlantic States Carpenters Benefit Funds Employment Opportunities

Position Description:

Position Title: Accounts Receivable (Payroll Reporting) Analyst

Department: Central Collections

Reports to: Collections and Contributions Manager

FLSA Status: Non-Exempt

Location: Hamden, Connecticut

Summary:

The North Atlantic States Carpenters Benefit Funds (NASCBF) is responsible for the benefit plan operation for Massachusetts, Connecticut, Rhode Island, Maine, New Hampshire, Vermont, and New York. We service approximately 24,000 active members and 22,000 retirees. The Funds administer three retirement plans, a self-insured/self-administered health plan, and a vacation savings plan. The Contributions and Collections Manager will work closely with and provide direction to the Accounts Receivable Analyst, including fulfilling such operational duties for part of each day.

Essential Duties and Responsibilities

- Process and reconcile payroll contribution reports submitted by employers / contractors in the Fund database.
- Assist Signatory employers / contractors with timely accurate reporting, accessing company websites, and password maintenance on the Funds' electronic fringe benefit reporting system.
- Resolve inquiries from Members, Employers and the Union regarding benefit hours and/or collection of contributions
- Updating Members and Employers accounts with accurate contact information in all systems.
- Reconciliation of the daily upload file and bank account.
- Working with outside benefit offices to recover hours for Carpenters/Members working out of area.
- Scanning and indexing of contractual documents for Members and Employers.
- Various other duties as required.

Education and Experience

- Post-secondary education (minimum high school diploma) or equivalent experience (five years or more of comparable office experience).
- Prior collections, receivables, account balancing, record keeping, and payroll reporting experience preferred.
- Strong working knowledge of processing systems including Microsoft Office, Word and Excel.
- Excellent interpersonal and communications skills; ability to interact effectively with internal staff and external clients.

Required Skills

- Strong math and analytic skills.
- Ability to multitask and change focus quickly.
- Detail oriented.
- Dependability and consistent attendance are important components of the position
- Close vision required for computer usage.
- Ability to work in a team environment and work independently.
- Bilingual abilities are a plus

Benefits

The North Atlantic States Carpenters Benefit Funds provides a robust benefits package, including medical, dental, vision, life, and disability insurance. We also offer paid holidays, vacation, PTO, and two retirement plans. At NASCBF, our employees benefit from a shorter 37.5-hour work week, a healthy work-life balance, and consistently engaging work. Join us and make a meaningful impact!

Salary Range

\$45,000 - \$48,000 annually