



# North Atlantic States CARPENTERS BENEFIT FUNDS

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## North Atlantic States Carpenters Benefit Funds Employment Opportunities

**Posting Date:** July 24, 2024

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### Position Description:

**Position Title:** Contribution Specialist

**Department:** Collections

**Reports To:** Contributions Manager

**Location:** Hauppauge, NY

### 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 23,000 retirees. The Funds administer three retirement plans, a self-insured/self-administered health plan, and a vacation savings plan. The Collections Manager will work closely with and provide direction to the Contribution Specialist, including fulfilling such operational duties for part of each day.

### Essential Duties and Responsibilities

- Process Payroll Contribution reports submitted by Contractors in the Fund database.
- Answer incoming phone calls from members or contractors about the process.
- Responsible for receiving, sorting and date stamping contributions mail daily.
- Scanning and indexing of required documents.
- Assist contractors with accessing company websites, and password maintenance on the Funds' electronic-payroll reporting system.
- Other duties as required.

### Education and Experience

- Post-secondary education or equivalent experience (five years or more of office experience).
- Prior data entry, record keeping, and payroll reporting experience preferred.
- Strong working knowledge of processing systems including proficiency in Microsoft Office Suite (Word, 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.
- Strong attention to detail.
- Close vision is required for computer usage.
- Ability to work in a team environment and work independently.

**Benefits**

The North Atlantic States Carpenters Benefit Funds offers a comprehensive benefits package that includes medical, dental, vision, life, and disability insurance plans. We offer paid holidays, vacation, PTO, and two retirement plans. At NASCBF, our employees enjoy a shorter work week (37.5 hours) work-life balance, and work that is always challenging. When you join us, you will have the ability to make a difference!

**Visit us at:**[carpentersfund.org](http://carpentersfund.org)