



POSITION DESCRIPTION

Position Title: Data Entry Specialist for Payroll Contributions
Department: Collections
Reports To: Contributions Manager
FLSA Status: Non-Exempt
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 support approximately 24,000 active members and 23,000 retirees. The NASCBF 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 Data Entry Specialist including fulfilling such operational duties for part of each day.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

EDUCATION and/or EXPERIENCE

- Post-secondary education or equivalent experience (five years or more of office experience)
- Prior data entry, recordkeeping, and payroll reporting experience preferred.
- Strong working knowledge of processing systems, including Microsoft Office – Word and Excel.
- Excellent interpersonal and communication skills; ability to interact effectively with internal staff and external clients.

REQUIREMENTS

- Strong math and analytic skills.
- Ability to multitask and change focus quickly.
- Detail oriented.
- Sitting at a desk for long periods of time.
- Ability to work in a team environment.

BENEFITS:

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

Interested applicants, please forward your resume to **hr_dept@carpentersfund.org**