



BENEFITS ADMINISTRATOR

Reports to: Executive Director
FLSA status: Exempt

WHO WE ARE

The Ohio Harness Horsemen's Association (OHHA) was founded in 1953. The mission of the OHHA is to preserve, protect, promote, and serve the entire Standardbred industry in Ohio and beyond.

PART TIME POSITION SUMMARY (20 hours/week)

This Benefits Administrator manages retirement benefits for OHHA members participating in the Harness Horsemen's Health and Retirement Plan (HHHRP) including accurate coordination and maintenance of plan enrollments and changes, eligibility and compliance verification of participants, and related financial functions, reporting, and communication.

RESPONSIBILITIES

- Serve as member contact, promptly and professionally addressing inquiries, and communicating in a timely and regular cadence to inform participants of account status, required action, deposits, and distributions, etc.
- Act as the main contact with the Retirement Plan Consultant and Banking Institution where deposited funds are held and managed.
- Utilize OHHA/USTA data to update retirement earnings, depositing and/or disbursing funds per the trust plan.
- Serve as Administrator of the HHHRP trust, verified by the Ohio Secretary of State, and ensuring compliance with relevant regulations.
- Provide necessary documentation and support as point-of-contact for auditors during HHHRP audits to ensure compliance.
- Coordinate periodic meetings with Plan Trustees and consultants, recording meeting minutes for distribution.
- Perform other duties, as assigned, with special attention to handling association employee benefit programs.

QUALIFICATIONS

Basic:

- Associate or bachelor's degree in business administration or related field with 3+ years' experience in benefits or employee benefits administration OR equivalent combination of education and experience, consideration given to Professional certifications.
- Familiarity with insurance policies and compliance standards is a plus.
- Proficiency in Microsoft Office Suite, data management, and other field-related software.
- Discretion and confidentiality with an understanding of privacy law and compliance.



PHYSICAL DEMANDS & WORK ENVIRONMENT

This position requires the ability to observe and analyze details at close range and communicate to exchange accurate information with others, spending time seated and with desktop and laptop computers.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions which might include but are not limited to remaining seated for extended periods with occasional movement throughout the department and occasional transport of objects weighing less than 25 pounds.

EQUAL EMPLOYMENT OPPORTUNITY

OHHA is an Equal Opportunity Employer. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.