



Benefits Assistant Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.

JOB TITLE: Benefits Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: Operations

REPORTS TO: Benefits Coordinator

POSITION SUMMARY: Part-time, work-from-home role supporting the Watermark Health & Wellness Plan. The Benefit Assistant's primary responsibility is to provide administrative support to Watermark staff in the day-to-day details of the health benefits plan, such as tracking and filing medical bills and reimbursement requests. Reliable internet access is required if working from home; laptop computer will be provided.

SPIRITUAL GIFTS:

- Administration
- Serving

ESSENTIAL SKILLS & EXPERIENCE:

- No prior healthcare or benefits administration experience is required
- 2+ years of experience in general administrative-type work is preferred
- Familiarity with Microsoft Office programs and electronic file management is required

POSITION RESPONSIBILITIES:

- Tracking medical bills and expenses
 - Receive and file electronic records of medical bills from staff
 - Populate and maintain bill tracking templates with detailed records of medical expenses
 - Ensure all reported expenses have the proper documentation
- Submitting reimbursement requests
 - Create reimbursement request documentation based on incident information from staff
 - Follow up with staff as needed to obtain required documentation prior to submission
 - Submit online reimbursement requests to benefit plan partners
 - Track and follow up on reimbursement status
- Interacting with medical providers
 - Contact providers and/or billing offices to request itemized bills; follow up as needed
- Other responsibilities as assigned by the Benefits Coordinator

MARKERS OF AN IDEAL CANDIDATE:

- Detail-oriented and highly organized
- Trustworthy and discreet
- High capacity
- Warm and joyful demeanor