

JOB OPENING ANNOUNCEMENT

Job Title: Benefits Coordinator

Report To: Human Resources Director

Department: Human Resources

Job Vacancy: YAN-26-97

Status: Full Time Non; Exempt

Starting Wage: \$24.50 Per Hour

Opening Date: 09/08/26

Closing Date: Until Filled

POSITION DESCRIPTION:

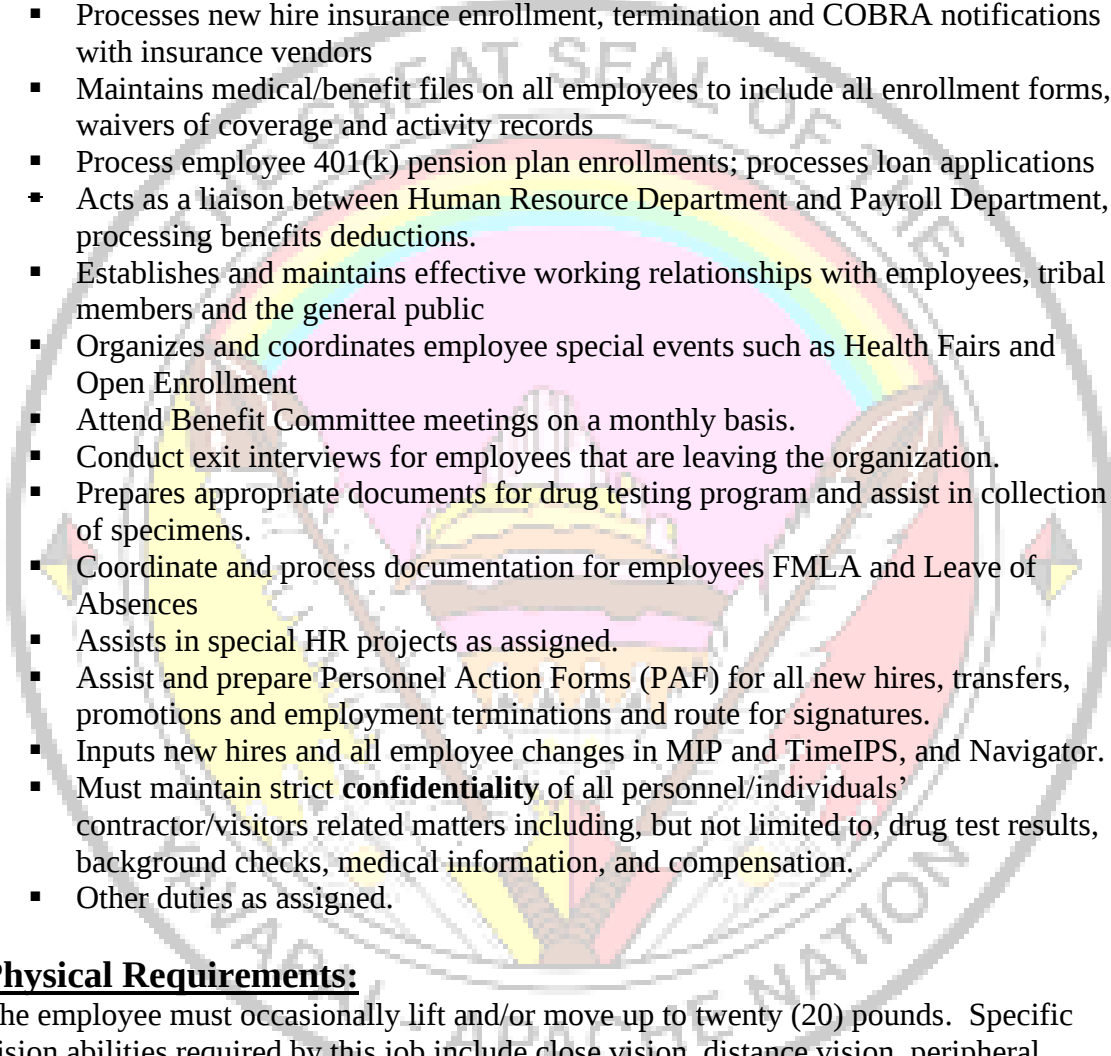
The benefits coordinator assists employees with benefits enrollment and questions, verifies all insurance billing, maintains employee database and files, and ensures compliance with required benefit notices. This role administers employee health and welfare plans and acts as liaison between employees and insurance providers.

QUALIFICATIONS:

- High School Diploma or GED and two years of experience in employee benefits administration.
- Tribal Human Resources Professional (THRP I or II) Certification or SHRM-CP professional designations preferred.
- Extensive knowledge of employee benefits and applicable laws
- Excellent written and verbal communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proved ability to meet deadlines
- Knowledge of record keeping procedures and practices.
- Detail oriented and ability to accurately track monthly benefit and billing reports.
- Ability to work independently with strong follow-through skills.
- Proficient with Microsoft Office Suite or similar software
- Ability to maintain and update the Human Resources and Payroll Systems or willingness to learn.
- Ability to maintain strict confidentiality.
- Knowledge of employment laws, regulations, policies and procedures.
- Must have a valid Arizona Driver's License, be insurable with the Nation's auto insurance policy, and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Administer various employee benefits programs, such as group health, dental and vision, accident and disability, life insurance, retirement savings accounts, and wellness benefits.
- Conduct benefits orientations and explain benefits enrollment system and process.
- Maintain employee benefits filing systems and ensure benefits changes are entered appropriately in payroll system for payroll deduction.

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- The seal of the Navajo Nation is a large, circular emblem in the background. It features a central shield with a sun, a rainbow, and a mountain. The words "SEAL OF THE NATION" are written around the top, and "NAVJO NATION" is written around the bottom. The seal is partially obscured by the text of the list.
- Assist employees with health, dental, life and other related benefit claims.
 - Performs customer service functions by answering employee requests and questions.
 - Reconcile monthly billings and prepares accounts payable requisitions to be processed for all insurance related payments.
 - Verify the calculation of the monthly premium statements for all group insurance policies and maintain statistical data relative to premiums, claims and costs. Resolve administrative problems with the carrier representatives.
 - Ensure distribution of required employee notices.
 - Processes new hire insurance enrollment, termination and COBRA notifications with insurance vendors
 - Maintains medical/benefit files on all employees to include all enrollment forms, waivers of coverage and activity records
 - Process employee 401(k) pension plan enrollments; processes loan applications
 - Acts as a liaison between Human Resource Department and Payroll Department, processing benefits deductions.
 - Establishes and maintains effective working relationships with employees, tribal members and the general public
 - Organizes and coordinates employee special events such as Health Fairs and Open Enrollment
 - Attend Benefit Committee meetings on a monthly basis.
 - Conduct exit interviews for employees that are leaving the organization.
 - Prepares appropriate documents for drug testing program and assist in collection of specimens.
 - Coordinate and process documentation for employees FMLA and Leave of Absences
 - Assists in special HR projects as assigned.
 - Assist and prepare Personnel Action Forms (PAF) for all new hires, transfers, promotions and employment terminations and route for signatures.
 - Inputs new hires and all employee changes in MIP and TimeIPS, and Navigator.
 - Must maintain strict **confidentiality** of all personnel/individuals' contractor/visitors related matters including, but not limited to, drug test results, background checks, medical information, and compensation.
 - Other duties as assigned.

Physical Requirements:

The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**