

JOB DESCRIPTION

Position Title: Employer Control Assistant
Department: Employer Control Department
FLSA: Non Exempt
Reports to: Employer Control Department Supervisor

Description

Assist the Employer Control Department with administration duties that include but are not limited to maintaining employer records, employer correspondences and follow-ups, responding to employer requests, and assist with daily processing of employer reports and contributions.

Skills / Knowledge Requirements

- 2 years college or 4 years administrative work experience.
- Bookkeeping experience helpful
- Intermediate computer literacy in Microsoft Word and Excel
- Proficient on the computer keyboard and 10 key calculator by touch
- Detail oriented with good organizational skills
- Good oral and written communication skills
- Must be a team player with a consistent positive attitude
- Must be able to meet deadlines and prioritize daily tasks.
- Must be able to respond to a high volume of emails and calls in a professional manner.

Duties

- Prepare and process daily bank batch sheets.
- Process work hours and contributions, by participants, for union fringe benefits.
- Maintain monthly contribution report and employer log sheets.
- Reconcile monthly reported hours and contributions, by fund, in a timely matter.
- Process payments by employers.
- Track monthly employer remittances and prepare notices to employers for under/over payments, no report, submitted, etc.
- Assist with updating employer ledgers for payments, delinquent contributions, and assessments.
- Assist with billing employer of underpayments, overpayments, and assessments.
- Assist with collection employer follow-ups.
- Assist with collection reports to Trustees and other fund professionals as needed.
- Assist with collection referral to fund counsel.
- Assist with quarterly reports for trustee meeting.
- Assist with verifying and processing vacation early payment requests.
- Assist with annual vacation process for all vacation funds and verifying and processing of the vacation annual applications for the assigned vacation fund(s).
- Respond to internal and external requests timely.
- Assist with verifying, coordinating, and releasing of Trust Fund clearances on a timely matter.
- Assist with maintaining employer and participant's accounts.
- Assist with participant and employer inquiries via phone, in person, in writing.
- Assist with department mail outs, filing, and various department projects.

Other Duties

- Assist with reception relief as needed.

Physical Demands

- Lifting and carrying file boxes within the office.

Working Conditions

- Indoors, air-conditioned office

Work Shift

- Monday to Friday, 8:30 AM – 4:30 PM, 1-hour unpaid lunch 1:00 PM – 2:00 PM, subject to change based on department coverage with supervisor approval.
- The duties assigned will (may) involve situations that will (may) require over time