



Pride of the Ojibwe

13394 W Trepania Road
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Job Announcement

Position: **Benefits Manager**
Posting Date: October 20, 2026
Closing Date: Open Until Filled
Salary: Negotiable (D.O.Q.)
Location: LCO Tribal Government Building
Supervision: Human Resource Director
Administration: LCO Tribal Government Personnel Policies and Procedures Manual

Position Summary:

The Benefits Manager for the LCO Tribal Government is responsible for directing and planning the day-to-day operations of the group benefit programs, (group health, dental, short-term and long-term disability, worker's compensation, life insurance). The work situation will primarily involve working in an office setting; however there will be required travel. This position also is responsible for administering the Tribal 401 (k) retirement plan.

Qualifications:

1. Mature Adult. Must have mature characteristics and be extremely dependable, reliable, and accurate.
2. Tribal preference applies.
3. Bachelor's or Associates degree in Benefits Administration preferred or closely related field, including general business and accounting courses.
4. Additional courses or seminars related to benefits administration are preferred. Strong computer skills including knowledge of Windows, Microsoft Word, Excel, Publisher, and database applications are a must.
5. Two (2) to Four (4) years related experience in plan administration of group benefit programs.

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6. License or willing to work towards a license within one year of employment. Must be willing to pursue formal education and training on 401(k) plan.
7. Pass background check(s), a preliminary background check will be performed upon receipt of employment application.
8. Must be able to pass a pre-employment drug screen.
9. Must be a motivated self-starter and have the ability to work independently with minimal supervision and to plan work from day to day to ensure duties and responsibilities are met.
10. Skill, diplomacy and ability to deal effectively with employees and the general public; and ability to exercise tact and diplomacy in official association with Federal, State, and local agencies, and with private and national organizations.

Required skills, knowledge and abilities:

- Excellent office skills, including but not limited to:
 1. Typing and proofreading
 2. General computer software skills in Windows, Microsoft, Word, Excel.
 3. Ability to learn other computer software skills as required
 4. Accurate filing
- Proven ability to handle confidential information
- Ability to be courteous and professional even under pressure
- Knowledge of all pertinent federal and state regulations, filing and compliance requirements both adopted and pending affecting employee benefit programs, including ERISA, EGGTRA, COBRA, ADA, Workers Compensation, Medicare, Social Security and DOL requirements.
- Ability to work with and take direction from the Insurance Task Force Committee to accomplish goals.
- Computer proficiency and technical aptitude with the ability to utilize various software programs.
- Good knowledge of policies and procedures, willingness to learn.
- Excellent verbal and written communication and organization skills are required.
- Skills in fiscal management, research and reports.

Duties and Responsibilities:

1. Administers various employee benefit programs such as group insurance, life, medical and dental, accident and short/long term disability, and workers compensation claims. Responsibilities include, but are not limited to:
 - a. Educate program directors and enterprise managers.
 - b. Review with program directors/enterprise managers all employees to be covered.
 - c. File Cobra for employees upon termination of employment in a timely manner.
 - d. Change reports as employees are added/deleted as occur. Update spreadsheet for LCO Clinic, K-12 School, Housing and LCO Casino from the data they provide.

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- e. Prepare Monthly Billing to Program Directors/Enterprise Managers and invoice them for funds to be properly submitted.
 - f. Administer workers compensation appeals meetings.
2. Researches annual lists of present, new, and former plan participants for all pertinent data. Submits data and documents to the appropriate committee, trustee, or actuary.
 3. Coordinates with the personnel department to initiate benefits for new or existing employees. Keeps personnel department informed of any and all employee absences and leaves, to ensure employee attendance is accurately recorded.
 4. Work with Payroll departments when employees are on Short Term Disability leave pay.
 5. Ensure compliance with applicable government regulations.
 6. Assure timeliness and accuracy of required filings.
 7. Serve as primary contact for plan vendors and insurance providers.
 8. Determine the best plan options by working with the insurance providers and prepare reports for the Tribal Governing Boards approval.
 9. Work effectively to make sure the plans run smoothly. Investigate discrepancies and provide information in non-routine situations.
 10. Implement and maintain Group Benefits databases and benefit records. Prepare regular benefit reports extracting data from the database.
 11. Prepare reports to Tribal Governing Board and other agencies as requested or required.
 12. Maintain strict confidentiality in all departmental matters, with special regards to HIPPA requirements.
 13. Review of position description for relevancy to current duties. Submit requested revisions to Supervisor and Personnel Director.
 14. Perform additional duties as requested or required.
 15. Process weekly 401(k) payroll deduction information into the 401(k) database.
 16. Transmit weekly wire transfer to Finance Department; upload file and submit.
 17. Communicate 401(k) retirement plan to all new employees.
 18. Communicate with 401k Investment manager, Financial consultant, and Compliance department.
 19. Maintain all confidential 401(k) files including computer files, enrollment forms, beneficiary forms, deduction forms, etc.
 20. Process and inform new 401k enrollee information with payroll departments.
 21. Coordinate meeting with the 401(k) Retirement Plan Committee on a quarterly basis or as needed to keep the committee informed of 401 (k) plan status.
 22. Effectively operate within the website www.transamerica.com for payroll files, enrolling employees, for quarterly and annual reports.
 23. Prepare annual Census Report for Compliance Testing and Federal Filing of required Forms. Which includes demonstration of full comprehension of all current Federal regulations for administering the 401k plan.
 24. Must be able to organize and maintain filing system for accurate and efficient record retrieval.

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25. Distributes required information to participants of the 401k plan.

Application Procedure & Requirements:

1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**
3. **Resume**
4. **And any other supportive documents**
5. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

Fax (715) 634-4797

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***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***