

Diocese of Nashville

<https://dioceseofnashville.com/job/benefits-specialist/>

Benefits Specialist

Description

This position assists in managing the strategic initiatives of the diocese relative to employee benefits for employees within the Diocese of Nashville. Manages clergy and employee benefit plans which include health, dental, vision, life, long term disability, short term disability, critical, long-term care, wellness program, defined benefit plan, and defined contribution plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees and conducts benefits administration including communicating benefits plan information to all employees (clergy & lay) throughout the Diocese of Nashville, completing enrollments and changes as needed, and working with benefits carriers as needed to answer questions or resolve claims issues.
- Provides support to the defined benefit and 403(b) carriers by providing information on plans.
- Responds to telephone, email, U.S. mail, or in person inquiries to respond to day to day requests, policy interpretation, and other guidance in the areas of insurance and retirement.
- Develops rapport and maintains long-term relationships with parish and institution bookkeepers.
- Provides training to new bookkeepers regarding benefits and forms as needed or requested.
- Maintains employee benefit files, processes invoices for payment, conducts audits, and maintains a variety of reports.
- Works with insurance broker and employees to coordinate Annual Open Enrollment.
- Attend Employee Benefits Committee meetings and serve as a resource regarding processes. Works closely with insurance broker to implement committee recommendations as accepted.
- Reviews plan documents and amendments to ensure accuracy and policy compliance.
- Prepares and delivers presentations regarding diocesan benefits for parishes and institutions that make requests or have special needs.
- Prepares monthly insurance billings and reconciles between insurance records and diocesan records. Ensure that accurate monthly insurance invoices are sent to parishes and institutions.
- Coordinates with Controller regarding insurance billings as necessary.
- Oversee wellness program components and performance. Participate in monthly wellness calls.
- Reviews of valuation reports from Actuary. Enters employee wages, and dates of termination, retirement, or death annually. Initiates retirement applications for lay employees and clergy and submits to Actuary for preparations of retirement benefits choices. Sends to retiree candidate for selection. Provides retiree candidates with explanations as necessary. Obtains signed forms and submits to bank to activate benefit.
- Prepares bank notifications annually regarding retirement amounts for priests and notifies priests.
- Ensures that identical insurance and retirement benefits are offered to all eligible employees. Contacts parishes or institutions when exceptions are identified.

Hiring organization

Diocese of Nashville

Job Location

Nashville, TN

Date posted

August 7, 2025

Valid through

31.10.2025

Please submit your resume, cover letter, and application on [Paylocity](#).

- Works closely with 403(b) defined contribution retirement plan financial service representatives and corporate representatives as needed.
- Schedules and make arrangements for annual employee informational and educational meetings for defined contribution plan.
- Serves as the diocesan HIPAA Privacy Officer.
- Performs other duties as requested.

EDUCATION and/or EXPERIENCE

- High School or equivalent.
- College degree in a related field preferred.
- At least 2-4 years prior benefits administration experience.
- Knowledge of terminology related to benefits.

OTHER SKILLS

- Understanding, respect, and support for Catholic Church teaching, mission, and values.
- Ability to maintain confidentiality and discretion in working with sensitive information.
- Ability to work effectively in a team environment.
- Ability to problem solve while exhibiting professional judgment.
- Reasoning ability when dealing with sensitive topics.
- Ability to assess a situation to determine underlying problem and decide on course of action.
- Capability to manage several complex projects simultaneously while working under pressure to meet deadlines.
- Strong analytical skills and thorough knowledge of plan design. Ability to understand and evaluate benefit contract language.
- Knowledge of pertinent federal and state regulations affecting benefit programs.
- Computer proficiency, specifically Word and Excel.
- Self-starter with ability to work with limited supervision and direction.
- Ability to work with healthcare providers, insurance companies, third party administrators, brokers, actuaries, banks, and other vendors and consultants.
- Good attention to detail.
- Good verbal and written communication skills.
- Strong organizational skills.
- CEBs certification preferred.

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