



# TOWN OF SAUGUS

## HUMAN RESOURCES

298 CENTRAL STREET

SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4142 • Fax: (781) 231-5666

## Job Posting

### **Benefits Accounting Analyst (Full-Time)**

Applications are being accepted for a full-time Benefits Accounting Analyst in the Human Resources Department. This position coordinates daily benefits processing. Handles enrollments, COBRA, terminations, changes, beneficiaries, disability, accident and death claims. Oversees maintenance of employee benefits files and updating of employee payroll records. Gathers employee data and oversees the processing of monthly billings and the preparation of vouchers for payment of administrative fees for all group plans. Allocates group health and dental claims monthly and reviews quarterly. Implements and maintains group benefits databases and benefit records. Prepares regular benefits reports extracting data from the database. Develops and maintains forms (e.g., benefits enrollment, HR status change form, HR benefits).

This person will be conducting monthly insurance audits for our Health, Life, Dental and Flex Spending insurance. This person will create a better filing system for benefits, think outside the box and take large part in reconciling the insurance bills.

This person will provide customer service support to internal and external customers; develops more efficient communication tools to enhance understanding of the company's benefits package; designs and distributes materials for benefits orientations, open enrollment and summary plan descriptions.

Applicants must have a minimum of a Bachelor's Degree in accounting or related field, with at least 1-3 years of Benefit Analytic experience.

Please e-mail all cover letters/resumes to Human Resources Manager, Gabriela Lagattolla at [glagattolla@saugus-ma.gov](mailto:glagattolla@saugus-ma.gov).

*Applications will be kept on file for a period of one year.*

*The Town of Saugus is an equal opportunity employer.  
Federal Law forbids discrimination based on race, religion, sexual orientation,  
national origin, age, marital status, or disability.*