Alberta School Employee Benefit Plan

EDB Payment Processor
Full Time 2 Year Contract Competition #10-06

Position Summary

This position works closely with the Coordinated Claims Management (CCM) Team, providing detailed financial calculations to enable timely and accurate explanation and payment of Extended Disability Benefits (EDB). The EDB Payment Processor performs weekly and monthly payroll runs for EDB clients, and monitors and responds to automatically generated and manually received Queued Reminders (QRs). The successful candidate also undertakes various data transactions, which may include requests for benefit calculations, sets up/changes offsets for clients on rehabilitation/accommodation, reconciles client files, and follows up with Canada Pension Plan and any other matters pertaining to EDB clients.

Your Key Responsibilities

- Extended Disability Benefit and Final Entitlement calculations.
- Manage tasks received from Coordinated Claims Management or system generated (Front Office).
- Respond to internal and external customer requests.
- Ensure data integrity, perform data reconciliations.
- Prepare EDB Payroll for transmission to bank.
- Meetings, project work, and other duties as assigned.

Your Education & Experience

- Completion of a two-year technical or community college certificate in accounting/ finance, human resources, payroll or similar discipline.
- Three to five years of related experience. Previous experience with group benefits plans is an asset.

A combination of education and experience may be considered.

Your Abilities

- Strong analytical and problem solving skills.
- Strong working knowledge of Excel and an ability to work with both mainframe and PC computer systems.
- Payroll experience including benefit calculations and account reconciliation, processing annual T4A's, preparing source deductions, and understanding the tax implications of income from multiple sources.
- Sound working knowledge of the principles and practices of accounting.
- Ability to function independently as well as the ability to assist in completing components of larger tasks.
- Strong customer service focus with an ability to maintain excellent interpersonal relationships with other staff, insured clients and School Board representatives.
- Ability to organize workflow and priorities to meet the needs of a variety of clients.
- Experience in the insurance and/or benefits administration industries (terminology) an asset.

If you have the required qualifications and would like to become a member of our team, please submit your resume, quoting competition number #10-06, to:

Human Resource Services
Alberta School Employee Benefit Plan
Suite 700 Weber Centre
5555 Calgary Trail, Edmonton AB T6H 5P9
Email: hr@asebp.ab.ca
Fax: 780-432-2577

No phone calls please. We thank all interested individuals, but only those candidates being considered for an interview will be contacted. This competition will remain open until a suitable candidate is found. ASEBP is an equal opportunity employer.

About Alberta School Employee Benefit Plan

The Alberta School Employee Benefit Plan (ASEBP) is a health and welfare trust governed by 10 Trustees, five of whom are appointed by the Alberta School Boards Association and five of whom are appointed by the Alberta Teachers' Association. ASEBP promotes programs that sustain healthy lifestyles and workplaces for nearly 55,000 covered members in almost 60 school jurisdictions across Alberta. Innovative initiatives such as the Healthy Living Program are coordinated to positively influence the healthy decisions covered members make. These programs compliment the comprehensive benefit coverage ASEBP offers to covered members.

Working for ASEBP is about more than supplying great benefits. ASEBP offers:

- a team-focused culture that supports people and performance
- competitive compensation that goes far beyond a paycheque
- an exciting chance to make an impact in the lives of Alberta’s school employees.
- advancement opportunities in a stable, growing organization