



## **Benefits Compliance Consultant**

### **Job Summary**

The Compliance Consultant is responsible for delivering regulatory compliance services for the health and welfare clients of HMS. Responsibilities include, but are not limited to advice and consultation regarding the design, implementation and ongoing administration of our client's health and welfare plans, timely delivery of client projects, including conducting client assessments, the drafting of certain regulatory documents, providing guidance on Form 5500 preparation, conducting HIPAA training and providing general research and answers to client-related questions and questions from account management and sales team.

This is a client facing role and candidate will participate in prospective client meetings as well as draft HMS Alerts and other communications related to recent federal and state regulatory changes.

### **Essential Functions**

- Conduct compliance assessments
- Conduct training for clients
- Keep informed of regulatory changes likely to impact HMS clients
- Review, revise, draft client-specific compliance materials
- Perform research and draft responses to compliance-related questions for both HMS staff and clients

### **Additional Responsibilities**

- Perform all aspects of client field work meeting client objectives as defined in scope of services under the direct supervision of senior consultant and above
- Apply area of expertise relative to client engagements and perpetually build knowledge base and thus strengthening area of expertise
- Execute solid analysis, delivering creative and practical solutions for client engagements
- Deliver urgent responses to existing client inquiries
- Attain revenue objectives
- Adhere to engagement budget constraints and complete assigned tasks within the time requested
- Maintain systems proficiency to enhance client services delivery
- Participate in business development activities to include memberships in qualified organizations (alumni associations, chamber of commerce, networking groups, etc.) or regular business contacts with peers capable or eventually capable of referring potential engagements and cross serve opportunities



- Additional responsibilities as assigned
- Has a strong project management and multi-tasking skill set

## **Qualifications**

- Bachelor's degree in Business or Risk Management/Insurance or equivalent experience
- Minimum of 3-5 years of experience with equivalent health and welfare compliance responsibilities from a brokerage/consulting firm or law firm
- Insurance License, HR certification, or CEBS Certification preferred
- Thorough understanding of regulatory/compliance environment related to health and welfare benefits
- Outstanding oral and written communication skills (including platform presentation ability)
- Ability to multi-task and meet deadlines
- Ability to break down complex material into end –user product
- Proficient in Microsoft Office Products
- Must be able to travel based on client and business needs
- Flexible work hours may be necessary when facing deadlines