The National Electrical Benefit Fund
Audit and Delinquency Representative
Career Connector Job ID #11253

SUMMARY – The Audit & Delinquency Representative will represent the Fund in matter dealing with delinquent accounts. Individuals performing this work must have the ability to tactfully, professionally, and effectively communicate with contractors, related organizations, Third Party Administrators, attorneys, auditors and benefit recipients. Most of the issues handled are of confidential nature and require comprehensive knowledge of organizational policies, practices, procedures and Collective Bargaining Agreements.

ESSENTIAL FUNCTIONS

Pull overpayments from the queue and determine next step based on the established procedures
Follow up on outstanding pension overpayments; review with management to determine next steps per guidelines
Establish and keep track of pension overpayment repay agreements per the established guidelines.
Review and process employer overpayments that come into the queue by either issuing a refund, applying to an outstanding delinquency, writing it off or sending back to a processor to correct
Print and mail NEBF & NEAP delinquency letters; email a courtesy copy to the LCA
Review FMCP Delinquency reports out of V3 monthly and mail out Final Notice Letters to companies when necessary.
Assist with indexing and other duties as assigned

Location: Rockville, Maryland United States
Work Authorization: US Citizen or US National, Permanent Resident
Salary Level: $55,000

Qualifications
Knowledge, skills and general abilities:
• Ability to organize and prioritize multiple tasks
• Ability to meet deadlines
• Ability to be discreet in responding to various situations observing strict confidentiality
• Ability to perform various projects as assigned
• Ability to work effectively in department (team) environment
• Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form as well as to deal with problems that may deviate from the norm
• Ability to communicate effectively in person, writing or on the telephone
• Ability to work and concentrate in an open area with some noise
• Skill in writing memos and business letters with proper format, punctuation, spelling and grammar, using all parts of speech
• Skill in performing basic math; Compute ratios, rates and percents

After (90 days) in this position the employee is required to have:
• Basic understanding of the various Trust Agreements and the rules surrounding contributing to the different funds.
• Satisfactory grasp of the various software programs related to the Employer Services Department and NEBF Collection Program
• Detailed understanding of the processes and procedures related to audits, delinquencies and collections

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem as necessary.

To Apply:
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