Pride of the Ojibwe

13394 W Trepania Road
Hayward · Wisconsin · 54843
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Job Announcement

Position:	**Benefits Office Assistant**
Posting Date:	November 5, 2026
Closing Date:	Open Until Filled
Salary:	Negotiable (D.O.Q.) ($17 Hour)
Location:	LCO Tribal Government Building
Supervision:	Human Resource Director
Administration:	LCO Tribal Government Personnel Policies and Procedures Manual

Position Summary:
The Benefits Office Assistant for the LCO Tribal Government is responsible for directing and planning the day-to-day operations of the group benefit programs, (group health, dental, vision, short-term and long-term disability, life insurance, 401k) The work situation will primarily involve working in an office setting; however, may be required travel.

Qualifications:

1. Mature Adult. Must be dependable, reliable, and accurate.
2. Tribal preference applies.
3. Associates degree in Benefits Administration or closely related field, including general business and accounting courses.
4. Additional courses or seminars related to benefits administration are preferred. Strong computer skills including knowledge of Windows, Microsoft Word, Excel, Publisher, and database applications are a must.
5. Two (2) to Four (4) years related experience in plan administration of group benefit programs.
6. Must be willing to pursue formal education in Employee Benefits and 401(k) plan.

7. Must be able to travel.
8. Pass background check(s), a preliminary background check will be performed upon receipt of employment application.
9. Must be a motivated self-starter and have the ability to work independently with minimal supervision and to plan work from day to day to ensure duties and responsibilities are met.
10. Skills and ability to deal effectively with employees and the general public; and ability to exercise tact and diplomacy in official association with Federal, State, and local agencies, and with private and national organizations.
11. Must be able to pass a pre-employment drug screen.

Required skills, knowledge and abilities:

- Excellent office skills, including but not limited to:
    1. General computer software skills in Windows, Microsoft, Word, Excel.
    2. Ability to learn other computer software skills as required
    3. Accurate filing
- Proven ability to handle confidential information
- Ability to be courteous and professional even under pressure
- Knowledge of all pertinent federal and state regulations, filing and compliance requirements both adopted and pending affecting employee benefit programs, including ERISA, EGGTRA, COBRA, ADA, & Medicare, Social Security and DOL requirements
- Ability to work with and take direction from the Insurance Committee to accomplish goals.
- Knowledge of policies and procedures, willingness to learn
- Excellent verbal and written communication and organization skills are required.
- Detailed oriented.

Duties and Responsibilities:

1. Assist with various employee benefit programs such as health insurance, life, dental, vision, short/long term disability, and 401k. Responsibilities include, but are not limited to:
    a. Review with program directors/enterprise managers all employees to be covered.
    b. Prepare Monthly Billing to Program Directors/Enterprise Managers (for invoicing purposes)
    c. Reconcile the monthly invoices from the benefit carriers.
    d. Keep track of Arrears (missed payments by employees) on Excel Spreadsheet and bill for arrears.
    e. Assist with the 401k weekly process/upload.
    f. Assist with the 401k Annual Audit.
    g. Assist with other duties as assigned.

2. Work with the personnel department to initiate benefits for new or existing employees. Keeps personnel departments informed of any and all employee absences and leaves, to ensure employee attendance is accurately recorded.
3. Maintain Group Benefits databases and benefit records.
4. Maintain strict confidentiality in all departmental matters, with special regards to HIPPA requirements.
5. Review of position description for relevancy to current duties. Submit requested revisions to Supervisor and Personnel Director.
6. Perform additional duties as requested or required.
7. Maintain all confidential 401(k) files including computer files, enrollment forms, beneficiary forms, deduction forms, etc.
8. Assist with setting up of quarterly meetings for both 401k Committee and the Insurance Committee.
9. Assist with the preparation of the annual 401k Census Report for Compliance Testing and Federal Filing of required Forms.
10. Must be able to organize and maintain filing system for accurate and efficient record retrieval.
11. Distributes required information to participants eligible for all benefits.

Application Procedure & Requirements:

1. **Complete LCO Employment Application, including Release & Authorization Form**
2. **Cover Letter of Interest**
3. **Resume**
4. **Other supportive documents**
5. **Tribal Member applicants must provide a signed official document from a Federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL DOCUMENTATION TO:
Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843
HR Fax (715) 699-1209
doreen.debrot@lco-nsn.gov
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Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies and Procedures Manual.