



## Benefits Analyst (Boise, ID)

The Terteling Company, Inc. (TTCI) has an opening in their Human Resources Department for a Benefits Analyst. TTCI, headquartered in Boise, Idaho, is the privately held parent company for Western States Equipment and Agri-Service. The Company also does business as Peaceful Cove Ranch. TTCI houses the corporate headquarters for Terteling operations.

The Benefits Analyst completes benefits and 401K plan reconciliations, analysis, and internal audits. Participates in Human Resources and Benefits Administration responsibilities such as plan enrollment and education. Responsible for timely and accurate execution of the payroll process while meeting all applicable payroll and employment laws and regulations. Completes human resources recruitment, on-boarding processes, and employee relations support.

### Responsibilities:

- Perform routine and ad hoc benefits and 401K plan reconciliations, analytical review, and internal audits.
- Prepare, document, and process biweekly payroll for TTCI, ensuring compliance with federal, state, and local wage and hour laws and regulations. Respond to internal and external HR and payroll related inquiries or requests.
- Maintain personnel records such as HR, benefits, and leave information for TTCI to ensure they are complete and in compliance with company policies and legal regulations.
- Works with the benefits team in administering, maintaining, and designing employee benefit programs such as health, disability, life, and retirement plans. Works with vendors and other human resources staff to design benefit communication campaigns. Coordinate annual onsite 401K meetings across companies. May conduct onsite health and welfare benefit education meetings.
- Complete recruitment and onboarding process for TTCI that may include job postings, offer letters, drug testing, new hire orientation, benefits enrollment, etc. Assist in employee relation issues.
- Maintain and revise the company's handbook on policies and procedures. Researches and responds to policy questions as needed.
- Support and backup other HR and benefit department members as needed.
- Complete special projects as needed. Perform other duties as assigned.

### Required Skills/Abilities:

- Well-organized, detail-oriented with ability to set and manage priorities to consistently deliver accurate work and meet deadlines.
- Maintain confidentiality in all employee and company related matters.
- Strong computer system skills with electronic HR and benefit functionality preferred.
- Ability to develop and maintain a strong knowledge of human resources, payroll practices, benefits, and labor laws. Ability to improve processes and identify efficiency opportunities.
- Ability to be a team player who establishes and maintains effective working relationships with others to include employees, vendors, governmental entities, and the public. Ability to present information, respond to questions, and relate well to all levels of the workforce.

### Education & Experience:

Bachelor's Degree in finance, human resources, or a related field preferred. Three – four years of related experience in payroll, finance, human resources, or benefits administration. Consideration of related experience in lieu of degree. HR (PHR) or benefits certification (CEBS) preferred.

**To apply please email a cover letter and resume to: [hr@tertco.com](mailto:hr@tertco.com)**