



# NMI SETTLEMENT FUND

POST OFFICE BOX 501247, SAIPAN, MP 96950

## JOB VACANCY ANNOUNCEMENT

**POSITION:** BENEFITS ANALYST

**START DATE:** Immediately

**MINIMUM QUALIFICATIONS:** Any combination equivalent of a Bachelor's degree from an accredited college or university in accounting, public administration, business or related field, plus two (2) years of responsible work experience in the employee benefits or related area. Strong proficiency with Excel software program.

**DUTIES:** The Benefits Analyst is responsible for:

- Obtaining information and documents needed to process retirement and survivor applications and update benefit applicant files;
- Reviewing files for accuracy;
- Generating and analyzing reports from the Fund Benefit Payment System;
- Having knowledge of NMI retirement laws, rules and regulations and policies related to benefit eligibility and computation;
- Responding to inquiries regarding the benefit provisions and procedures of the retirement program; and
- Providing administrative assistance to the Benefits Supervisor or Member Services Manager.

The applicant will be under the guidance, supervision and review of the Manager or Benefits Supervisor.

**SALARY:** \$27,000+ subject to applicant's experience. Competitive fringe benefits.

**APPLICATION PROCEDURE:** Submit your cover letter, resume, and 2 references to the Settlement Fund Office in Capitol Hill, Saipan, or via email to [pangelinanlm@nmisf.com](mailto:pangelinanlm@nmisf.com) by 5:00 pm on January 26, 2022. If sent by email, please indicate Benefits Analyst in the subject of the email.