

## Job Description

<b>Job Title:</b>	ACA Client Manager I	<b>Reports To:</b>	Director, ACA Services
<b>Status:</b>	Full time, Exempt	<b>Department:</b>	ACA Services
<b>Location:</b> Columbia, SC or McKinney, Texas			

**Education / Licensing Requirements:**

Bachelor's Degree preferred.

**Experience Requirements:**

3-5 years' experience in account or project management experience. Insurance benefits experience highly preferred. Affordable Care Act (ACA) management experience required. Software support experience a plus.

**Position Overview:**

Responsible for the various stages of the Selerix ACA process for IRS filing and employer reporting requirements. This position is the primary liaison between the employer and Selerix for ACA reporting. Works in conjunction with internal and external partners to provide end-to-end ACA service to our client base. This position provides superior customer service and maintains a working knowledge on existing/new laws or regulations regarding ACA. The position manages and maintains a case load of 75+ unique EINs.

<b>Essential Skills/Experience</b>
Fluently speak, read, and write English
Strong written and verbal communication skills
Demonstrates strong ethics and maintain confidentiality
Expert Microsoft Office skills
Proven project management skills
Self-starter, with excellent organizational and time management skills
Work in a team environment as well as independently
Proven ability to prioritize and multi-task
Ability to interpret, evaluate and communicate detailed information

<b>Characteristics</b>
Self-directed
Sense of urgency
Customer Focused
Professional demeanor

## Selerix Systems

Organized, detail oriented; catches errors early
Ethical; respects confidentiality
Ability to see and understand the “big picture”
Multi-tasker
Excellent listener

### **Responsibilities:**

- Serves as ACA primary point of contact for Selerix Employer groups
- Effectively perform ACA project management within the project timeline leading to the IRS deadlines.
- Consistently maintains security and confidentiality of all client data per Selerix company policy and HIPAA requirements.
- Promptly researches and troubleshoots issues as reported by client/service partners.
- Prioritize and manage multiple ACA cases simultaneously to ensure client satisfaction is maintained at the standard required by the Director of ACA Services.
- Works collaboratively with internal/external partners to resolve issues.
- Provides project oversight and ensure the ACA process maintains momentum
- Maintains knowledge and competence in ACA compliance, Selerix ACA workflow structure and reporting functionality.
- Effectively manages multiple client implementations simultaneously
- Coordinates deliverables for system enhancements or changes related to ACA updates.
- Following established processes and procedures, creates and configures ACA configuration and setup based on client information.
- Participates in staff meetings, conference calls, and other meetings, as needed.
- Performs other duties as required.

### **Working Conditions:**

- Fast-paced environment.
- Requires normal vision (corrected) both close and distant.
- Requires normal hearing levels (corrected).
- Requires working at a desk to use a phone and computer for extended periods of time. Requires sitting, bending.
- Use office equipment and machinery effectively.
- Requires normal finger dexterity for keyboarding.
- Work effectively with frequent interruptions.
- Minimal travel <10%.

### **Organizational Relationships:**

Reports to Director of ACA Services

Send your resume to: [jobs@selerix.com](mailto:jobs@selerix.com)

Subject line: ACA Client Manager I