



NOW HIRING FOR AN

HR Operations and Benefit Professional

This position may be filled at a senior level depending on the qualifications of the selected candidate.

The individual in this position will provide assistance and support to the HR team for assigned operational areas; serve as the subject matter expert for FHLBank's healthcare benefit programs while overseeing the annual healthcare budget and enrollment process; and oversee the administration and calculation of FHLBank's incentive compensation programs. Additionally, this position is responsible for managing FHLBank's FMLA program as it relates to administration and compliance. This position serves as the department lead for many of FHLBank programs including Records Management, Pandemic Plan Working Group, Disaster Recovery and several other key initiatives. This position is also responsible for the ownership and completion of all FHLBank compensation and benefit surveys and demonstrating executive presence and a high degree of professionalism while interacting with employees across the organization.

What qualifications are needed?

- Bachelor's degree is required.
- Three to five years of similar or related professional experience. Previous HR experience required.
- Demonstrated understanding of all HR related functions and practices and the various laws, rules and regulations specific to each.
- Analytical work responsibilities preferred.
- General understanding of HR processes and procedures.
- Ability to perform detailed work in a timely manner with accuracy and thoroughness, in an environment with multiple distractions.
- Excellent communication skills, verbal and written.
- Excellent computer skills including database management and record keeping including MS Office products such as Outlook, Word, Access, Excel, PowerPoint and SharePoint. Experience with Crystal Reports helpful.
- Good organization skills and the ability to multi-task.
- The ability to use general office equipment.

Additional qualifications required for the senior level:

- Five to eight years of similar or related professional experience.
- Compensation and benefits background preferred.

Benefits: FHLBank offers a hybrid operating model* and an attractive benefits package including health & dental insurance, 401(k) with company match, a short-term incentive plan, student loan repayment assistance, onsite fitness center with shower facilities and much more.

**Eligible positions may have the opportunity to work remotely up to two days per week.*

ABOUT US

FHLBank Topeka's products and services help our member financial institutions support affordable housing and community development efforts across the Midwest. We have been headquartered in Topeka, Kansas, since 1932.

FHLBank is an equal opportunity employer. We accept all people, celebrate diversity and promote an inclusive workplace.



Find more details & apply online: fhlbtopeka.com/careers