

Position Description:

Oversees/supervises the administration of retirement benefit plans, including distributions, recordkeeping, payroll reconciliation, vendor management, reporting as well as responding to retirement related requests according to established policies and procedures. Prepares reports to management and appropriate benefits committee(s) on matters related to retirement benefit plan activities.

Oversee, supervise and/or perform duties related to the administration and/or communication of employee benefit plans including but not limited to:

- Pension, 401(k) Plan and Profit Sharing Plan
- Employee Stock Purchase Plan

Partner with IT on technology support for retirement plans and with Payroll to ensure accurate processing and reporting.

Partner with internal resources to develop and execute a retirement benefits communication program for all non-bargaining unit and bargaining unit employees.

Address and resolve internal and external issues related to retirement benefit plans in an efficient and effective manner.

Ensure positive vendor partner relationships while evaluating ongoing vendor performance. Oversee work with vendors to optimize system capabilities for administrators and employees.

Oversee actuarial assessments of retirement benefit plans to ensure accuracy. In partnership with Treasury and HR Accounting, calculate quarterly and annual reports.

Ensure compliance with regulatory mandates and legislation (ERISA, HIPAA, IRS, DOL, 5500's, etc.) at all times.

Monitor trends in employee retirement benefit plans to ensure plans are competitive and comply with governmental laws and regulations. Prepare related recommendations for changes in plan design.

Provide guidance and direction relative to retirement benefit plans to employees, supervisors, management, HR business partners, industry peers and others.

Review, analyze, interpret and/or monitor information and reports.

Prepare and conduct employee presentations and troubleshoot as needed.

Lead, direct and/or guide staff members at lower levels.

Partner with labor relations regarding retirement plan design issues related to bargaining unit contracts, including renewals.

Regular and reliable attendance is required in performance of job.

Employee may be required to perform additional duties as assigned.

Position Requirements:

Bachelor's degree in human resources, accounting, other related field or a combination of formal education and the following job-related experience:

Thorough knowledge and experience administering and interpreting employee retirement benefit plans.

Experience with and advanced knowledge of governmental laws and regulations pertaining to employee benefit plans.

Experience in use and function of tools and equipment applicable to position including using computer applications such as Excel, Access, Word and PowerPoint.

Application of math, algebra and basic statistics. Ability to analyze and interpret data.

Experience with and/or training related to:

- Human Resources Systems (HRS)
- Employee benefit plans
- Interpersonal/communication skills
- Governmental regulations
- Accounting and finance principals

Experience reading and interpreting policies, reports, governmental regulations, benefits information, industry publications, procedures and correspondence.

Experience conducting research, analyzing and preparing information including employee benefit plans, benefit reports, surveys, policy recommendations, procedures and correspondence.

Experience interacting, directing, delegating and/or communicating effectively.
Experience developing information and making presentations to groups and individuals.

Demonstrated ability to read and write fluently in English.

CERTIFICATION/LICENSING:

- Applicable driver's license.
- Certified Public Accountant (CPA), Certified Employee Benefit Specialist (CEBS), Certified Benefits Professional (CBP), Senior Professional Human Resources Certification (SPHR) or Professional Human Resources Certification (PHR). (Desired)#officeoperations

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Job ID: 2982

Functional Area: Human Resources

Position Type: Full-Time Regular

Relocation Provided: No

Location: Tulsa, OK

Department: HR

Internal / External: Internal and External

Experience Required: Not Indicated

No Agency Submissions.

[Retirement Benefits Supervisor - Tulsa OK 74133 \(peopleclick.com\)](#)