

Manager - Financial Benefits - 250011Z

Location - US-TX-San Antonio

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Description:

Manages all activities and processes involved in the management and day-to-day administration of a number of employer-sponsored financial benefit plans, including multiple qualified 401k, pension plans and non-qualified plans, to include executive compensation plans. This role has primary responsibility for ensuring compliance with applicable federal regulations.

Essential Functions:

- Manages all activities and applications regarding qualified defined contribution and defined benefit plans, as well as non-qualified plans.
- Prepares and communicates information to employees and former employees about multiple benefit programs, procedures, changes, and legally required disclosures.
- Coordinates and oversees plan eligibility, participation, contributions and administrative policies associated with distributions, loans and qualified domestic relations orders in accordance with governing law and plan documents.
- Provides services to employees to answer benefit questions, resolve problems related to access to or payment of benefits, and orient newly eligible employees.
- Analyzes and evaluates services, coverage, and options available to determine programs that best meet the needs of the company.
- Oversees quality and maintenance of employee benefits data in automated human resources information systems.
- Interfaces and collaborates, as appropriate, with multiple business partners involved with administrative services, trust and recordkeeping activities, including the coordination of transfer of data to external vendors, plan providers, auditors, and consultants.
- Maintains in depth knowledge of relevant plan documents and coordinates amendments or updates, where appropriate.
- Monitors and evaluates relevant activity in the industry to recommend benefit plan design and strategic changes to management.
- Interprets and ensures compliance with applicable benefit laws and regulations.
- Coordinates as needed with labor representatives regarding changes in benefit programs.
- Prepare for and facilitate presentations and training in various settings if requested.

- Coordinates preparation and submission of government-mandated reports and related compliance tests within appropriate timelines and deadlines.
- Maintains knowledge of and analyzes government regulations, benefit program trends, and prevailing practices among similar organizations.
- Oversees numerous special projects, as well as daily administration of the plans.
- This position is salaried exempt status, which means you are not eligible for overtime pay.

Qualifications:

- High School diploma or GED required.
- 10 years of pension administration and/or 401k administration experience, including at least 3 years of experience in a supervisory role required.
- Able and willing to work on-site, in-person at the Valero San Antonio location, required.
- Bachelor's degree preferred.

Position level and salary will be commensurate with qualifications and experience.

Valero's employees are the heart of its success, and there is a reason why the company is an employer of choice in the fuels manufacturing and marketing industry. It's not just the excellent benefits package, or the opportunities for personal growth, it's also the caring and committed culture of the organization that makes everyone feel like they're truly part of a team. For more information, visit Valero.com.

Valero is an EEO/AA Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to legally protected status, including race/ethnicity, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, protected veteran or any other status protected by applicable federal, state or local laws.

Please be advised, if you are viewing this position on a website that lists an estimated salary rate/range, it was not provided by Valero. Valero's market specific salary rate/range will be provided during the recruiting process and tends to be higher than what is estimated by such websites.