

Retirement Plan and Compensation Specialist

Summary

Manage administration of retirement programs, including defined benefit and defined contribution. Maintain plan compliance, administrative requirements and manage vendor relationships. Contribute analytics to retirement strategy and design. Must stay up to date with current IRS regulations to determine how any changes may impact current retirement programs.

Essential Duties/Responsibilities:

- Act as subject matter expert for retirement plans and compensation including eligibility and provision requirements
- Manage the day-to-day activities of the defined contribution and defined benefit Plans administration
- Manage the day-to-day administration of various compensation programs and processes, including base pay administration, annual incentive plans, long-term incentives, job evaluations, market pricing, survey submission and analysis, and merit processing
- Effectively manage relationships with third-party vendors (e.g., plan record keepers, trustees, actuaries, auditors) to ensure they adhere to established processes, meet agreed upon service levels and promptly address any participant issues that may arise
- Identify compliance issues, assist in reviewing plan amendments, restatements as necessary, research plan issues and resolve in accordance with regulations
- Assist in implementation of any new benefit features and investment funds
- Manage the development and review of participant communications, SPD's etc
- Remain current on legislative and IRS changes relative to plan regulations, procedure changes and mandated disclosures
- Administers and maintains company-wide competitive, cost-effective, and internally equitable compensation programs
- Leads the annual compensation planning cycle, including data prep and ensure data accuracy
- Build relationships with internal customers at all levels on compensation matters
- Identify and generate competitive solutions to challenging compensation issues, while counseling and educating Management/HR Business Partners on compensation philosophy and practice
- Responsible for data preparation, review and submission of budget, forecasting, expenses and accruals to Accounting for all related compensation programs.
- Oversee annual audits, nondiscrimination testing, Total Rewards Statements and other annual projects
- Oversee government and annual filings (PBGC, Form 5500, Annual Funding Notice, audits, etc)
- Serve as back up for health and welfare administration
- Other duties and projects as assigned

Qualifications

Education & Experience:

- Bachelor's degree in Human Resources, Finance, Business or a related discipline from an accredited college or university preferred.
- 5+ years in human resources, preferred experience managing qualified plans.

Additional Knowledge, Skills and Abilities:

- Knowledge of retirement plan regulations and terminology
- Strong organization and time management skills
- Excellent judgment and decision-making ability
- Self-directed, detail- and results-oriented individual with a high commitment to quality.
- Ability to manage multiple priorities
- Advanced knowledge of Excel, Word, and PowerPoint.
- Exceptional quantitative, analytical and problem-solving skills.
- Excellent written and verbal communication skills, including interpersonal and presentation skills.
- Ability to exercise good judgment and handle confidential information.
- Ability to establish and maintain a positive and professional working relationship with all individuals, listen carefully and understand various points of view.

Working Conditions:

- Primarily office environment.

Willingness to work outside normal business hours as necessary, especially during critical issue resolution and to achieve project milestones