



Compliance Administrator

Your future team

VALIC specializes in retirement savings and investment products and services, including individual variable and fixed annuities, group retirement products, mutual funds, financial planning and investment advisory services and guaranteed investment contracts. VALIC has been in the 403(b) market since its inception writing the first K-12 403(b) programs almost 50 years ago.

VALIC Operations is an extremely fast-paced and dynamic environment and operates within a strong compliance and regulatory environment. The functions are high impact and include operations and service activities required to support plan sponsors in the administration of retirement plans such as plan implementations, transaction activities, reporting and customer contact centers

Compliance Administrators will provide support to plan sponsors in plan design and testing issues. This position will be responsible for administering all regulatory testing requirements as specified in the Plan Documents.

Your contribution at AIG

As a contributor at AIG you are the one the clients turn to in times of need. You act with speed, composure, compassion and knowledge to solve problems and the work you do every day is the heart of AIG's business.

- Collection of census, plan, and client data
- The input of employer data to a pension system and setting up proper plan files
- Monitoring plan activities, including contributions and distributions, for ongoing compliance with regulations
- distribution and filing of amendments
- Preparation and filing of 5500/5558/8955/5330 forms
- Performing all nondiscrimination testing (including but not limited to 402(g), 415(c), ADP, ACP, Top Heavy, Coverage - ratio percent and average benefits, 414(s) Compensation)
- Providing appropriate reports to employers.

What we are looking for

- 2-3 years prior experience testing Defined Contribution plans
- Bachelors degree in a business related field
- Problem solving skills
- Process improvement skills
- Excellent communication skills
- Understand and articulate regulatory requirements
- Demonstrated ability in researching questions/escalations with full-scope understanding in order to provide exceptional client service

- Manipulate files to appropriate formats
- Demonstrate proficient to expert level skills in Microsoft Office especially Excel, Word and Access
- Technical aptitude to rapidly acquire expertise with various VALIC in-house systems

To apply please send your email to Tanesha.Meade@valic.com