

Benefits Financial Analyst

Human Resources DFW Airport, Texas

Description

Supports financial administration of the organization's health and welfare, pension, 401(k), and risk management programs.

Plays a significant role in maintaining all SOX compliance requirements including working with internal and external auditor requests.

Assists in reconciliation, funding, and tracking of all benefit payments to vendors and participants for H&W, pension, and 401(k) plans.

Prepares reconciliations of all pension and 401(k) trust statements and tracking of administration expenses for all plans.

Assists with the annual independent audits and Form 5500 preparation for both the H&W and Retirement plans.

Assists with the monthly and annual benefit plans budgets.

Assists with the data collection for the ASC 712 LTD liability quarterly analysis.

Assists with benefit plan communications and delivery methods.

Assist with other special projects as needed.

Requirements:

- 3+ years of minimum related experience is required for this position.
- Ability to meet deadlines and sort through information in order to resolve complex and abstract issues and reconcile complicated and detailed data
- Good understanding of accounting principles and how they relates to benefit accounting
- Knowledge of employee benefit plans
- Strict compliance with deadlines, multitasking and coordinating all internal resources and external vendor
- Excellent research skills
- Familiarity with payroll systems a plus; preferably UltiPro
- Familiarity with actuarial concepts and reports
- Bachelor Degree Business, Human Resources, Finance or Accounting
- Travel is less than 5 percent

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Contact information

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