

# Sr Manager US Retirement Plans

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Job ID257083BR

Position Title: Sr Manager US Retirement Plans

## Job Description

- Responsible for oversight of all functions related to company-sponsored US retirement plans, including defined contribution 401(k) and money purchase plans, non-qualified executive retirement plans and legacy CIBAVision defined benefit pension plans.
- Manages daily internal and external administration of US and Puerto Rico retirement and savings plans.
- Works closely with external retirement plan record keeper to ensure accuracy in accounts and maintain expected levels of service.
- Works with actuary and auditors on plan audits and valuations.
- Oversees administration and communication of US qualified and non-qualified retirement plans. Includes Alcon 401k plan, Alcon Retirement Plan, frozen/legacy defined benefit pension plans and GSEP, ASERP and Restoration/Excess 401(k) plans.
- May include deferred compensation plan oversight.
- Ensures accuracy in tax and payroll matters as related to these programs.
- Manages external vendors.
- Assists with strategic plan design of US DC and DB retirement plans - suggests benefit changes and provides financial & competitive analysis to support; implements any plan changes, coordinating internal and external administrative changes and employee communication.
- Coordinates with Plan Trustees to provide plan design analysis and recommendations, vendor and participant information to inform trustee decision-making.
- Audits and reconciles financial information and benefit calculations from vendors to ensure accuracy.
- Ensures compliance with existing and new laws/regulations applicable to U.S.

retirement plans and with written plan provisions.

- Reviews and ensures timeliness of legally required communications, filings and notices (eg. Form 5500's, Summary Annual Reports)
- Assists with data requests for actuarial valuations and audits
- Manages Non-Discrimination testing by record-keeper • Primary contact for all audits of US retirement plans.
- Responsible for employee retirement planning/financial education and financial wellness programming. Assists with executive financial planning program as needed.
- Assists with development of employee communications for the retirement and executive benefit plans. Conducts presentations to employees and management on retirement plans.
- Coordinates Retirement Planning sessions, pre-retirement counseling and financial wellness initiatives.
- Counsels with all levels of employees and dependents regarding these plans.

Relocation assistance available

#### Minimum requirements

- Bachelor Degree or equivalent years of directly related experience
- The ability to fluently read, write, understand and communicate in English
- 7 Years of Relevant Experience