Neiman Marcus | Group

Benefits Analyst

Apply Online: http://p.rfer.us/NEIMANMARCUSZh41aU

<u>Description</u>
The Benefits Analyst will support the outsourced administration of NMG's Defined Contribution and Defined Benefit plans, including Non-Qualified Plans. The Analyst will also assist with department financial responsibilities, including payment of department expenses and financial reporting. Support with compliance requirements (annual plan audits and IRS filings) and participant communications will also be expected.

- Responsible for processing of 401(k) contribution and loan files, Pension Plan funding, and Non-Qualified Plan funding
- Research and respond to all vendor service requests regarding data errors, electronic feeds to vendors and participant inquiries
- Assist with the benefit data clean-up efforts
- Support department financial responsibilities, including payment of expenses and benefit plan financial reporting
- Act as key contact during annual benefit plan audits
- Support participant communication and education efforts

<u>Qualifications</u>
- Bachelor's Degree
- 5 years experience in retirement plan administration, preferably in a corporate role
- Experience working with vendors in an outsourced benefits administration environment
- Intermediate knowledge of retirement plans, laws and compliance requirements
- Proven ability to recognize and resolve operational discrepancies that may adversely impact benefits administration
- Strong analytical, mathematical, and problem-solving skills with the ability to conceptualize and create new procedures when necessary
- Intermediate to advanced knowledge of Microsoft Office, specifically Excel
- Competent in a variety of communication skills (interpersonal, formal presentation, and conflict resolution)
- Must be self-motivated with a strong desire to learn