

Junior Retirement Plan Administrator

Pension Solutions, Inc.
Oklahoma City, Oklahoma

Pension Solutions, Inc. is a third-party administration firm located in Oklahoma City, OK. We provide comprehensive consulting, actuarial and administration services for corporate, non-profit, and governmental retirement plans.

Our services include:

- Design and implementation of retirement plans;
- Annual administration, compliance testing and non-discrimination testing;
- Determination and verification of eligibility and contribution allocations;
- Annual reporting and completion of government forms (5500 series);
- Consulting services.

Overview

The 401(k) Administrator is responsible for all aspects of defined contribution plan administration, including 401(k), profit sharing, and cross-tested plans. This role is responsible for ensuring that plans are in compliance with laws governing qualified retirement plans.

Responsibilities include the following:

- Reconcile trust assets;
- Calculate and allocate contributions, including pro-rata, integrated, cross-tested, and matching contributions;
- Perform compliance testing, including ADP/ACP, coverage, and average benefits;
- Prepare Forms 5500 and plan reports;
- Prepare participant loan and distribution paperwork;
- Work closely with clients to obtain necessary data;
- Respond to client requests in a timely manner;
- Participate in continuing education/training regarding changes to laws and regulations related to defined contribution plans;
- Other projects and duties as assigned.

Education/Skills/Experience

- 1-4 years of retirement plan administration experience and customer service experience;
- Working knowledge of laws related to qualified retirement plans;
- Ability to read and interpret plan documents;
- Strong bookkeeping and organizational skills, and a demonstrated keen attention to detail;
- Excellent written and verbal communications skills are required.
- Must have a demonstrated ability to be responsive and maintain strong client relations.
- A demonstrated ability to self-direct, self-motivate, and effectively organize client engagements, required.
- Must be able to manage multiple priorities and thrive in a deadline driven environment with frequently changing priorities.
- Proficiency with basic software programs, including Microsoft applications (Word, Excel, Access) required.
- Experience with ASC or similar pension software required.

The ideal candidate should be a team player and have a strong desire to learn and grow within the position. Pension Solutions, Inc. offers a highly competitive benefits and compensation package to all employees.

Interested candidates should mail, fax or email their resume and cover letter to:

Pension Solutions, Inc.
Attn: Human Resources
9116 N. Kelley Ave.
Oklahoma City, OK 73131
Email: 401k@pension-solutions.net Fax: (405) 478-4015

**Interested candidates only. No recruiters please.