

*Recent research indicates that 60% of job seekers review descriptions on their mobile device. As you are crafting your job description it is important to make sure we are providing the highlights of the role, qualifications needed and impact they can have in the organization. It should not be a detailed list of every responsibility and skill needed.*

## **JOB TITLE**

Based in Westlake, TX, this role is an attorney with an ERISA and employee benefits background who will provide in-house legal support related to Fidelity's internal benefits and compensation programs.

## **The Team**

You will be part of the corporate legal team within Fidelity's in-house legal department, providing compensation and employee benefits advice to Fidelity's parent company and to subsidiaries operating in a broad range of industries.

## **The Expertise You Have**

- J.D. required.
- Excellent academic record.
- A minimum of 5 years of relevant experience.
- Law firm experience preferred.
- In-depth working knowledge of compensation and employee benefits laws, including the Internal Revenue Code, ERISA, COBRA and HIPAA. A particular focus on executive compensation, qualified retirement plan compliance and health and welfare arrangements is preferred.
- Additional experience or knowledge related to other HR functions, such as payroll administration, employment, wage and hour, or general corporate matters is a plus.

## **The Skills You Bring**

- Your ability to analyze complex legal issues quickly and develop creative business solutions.
- You are highly organized, self-motivated and self-directed. You need to be able to work efficiently, under pressure, with varying degrees of supervision, and manage projects with competing deadlines in a dynamic environment.
- You must thrive in a team environment.
- Your excellent analytical, advocacy, and interpersonal skills, as well as the ability to advise and influence senior executives and professionals from diverse businesses.
- Your superior writing and oral communication skills, adaptive to and effective for different audiences.

## **The Value You Deliver**

- Partnering with clients in Human Resources to ensure compliant administration of a wide range of employee benefit plans under ERISA and the Internal Revenue Code.
- Advising clients on design and implementation of innovative employee benefit and compensation offerings.
- Analyzing legislative and regulatory changes related to compensation and benefits and advising on implementation strategies.
- Providing guidance on Internal Revenue Code Section 409A and other laws impacting compensation arrangements.
- Drafting short-term and long-term incentive compensation arrangements and bonus programs.
- Drafting plan documents, agreements, and employee communications, including preparing Summary Plan Descriptions (SPDs), Summaries of Material Modification (SMMs), COBRA notices, ACA information reporting, etc.
- Supporting ERISA claims and appeals processes and ERISA document request responses.
- Ensuring compliance with HIPAA and other privacy laws as they relate to the firm's employee benefit plans.
- Analyzing employee benefits and compensation issues and providing due diligence support in mergers and acquisitions.

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- Participating in cross-functional working teams.
- Forming good working relationships with your business and legal colleagues.

## **Company Overview**

At Fidelity, we are focused on making our financial expertise broadly accessible and effective in helping people live the lives they want. We are a privately held company that places a high degree of value in creating and nurturing a work environment that attracts the best talent and reflects our commitment to our associates. We are proud of our **diverse and inclusive** workplace where we **respect and value** our associate for their unique perspectives and experiences. For information about working at Fidelity, visit <https://jobs.fidelity.com/ShowJob/Id/531078/Sr.-Benefits-and-Compensation-Attorney/>.

*Fidelity Investments is an equal opportunity employer.*