



**Position:                   Benefit Retirement Analyst**

**Location:                 Dallas, TX – Corporate Office**

Responsible for oversight of all non-union and union-related retirement plan transactions. Manages invoicing and tracking of trust and non-trust payments. Project leads retirement plan compliance tasks to support annual plan filings. Assists with ongoing audits of all retirement plans working with Payroll, recordkeepers, external auditors and other third parties as required. Assists with employee communications outreach for the retirement group.

### **Key Responsibilities**

- Prepares and updates Standard Operating Procedures (SOP) documentation and business maps for periodic operational activities
- Represents Retirement group in complex HRIS upgrades to ensure all match formulas automated; audits and tests match calculations and various benefit levels
- Reviews and pays incoming invoices with Accounts Payable and/or applicable Trusts; tracks as appropriate and compiles to overall payment categories; ensures wires and checks are created and paid on a timely basis for invoice payments and funding of the various retirement plans
- Monitors CBA renewal cycles and assists with retirement costs requested in bargaining and Match standardization
- Supports management with the administration of the Executive Deferred Compensation Plan
- Assists with more complex data gathering and research related to annual compliance filings including 5500's, non-discrimination testing with 401(k) recordkeeper, and annual audits for ERISA plans with external audit
- Evaluates plan operations with management and the 401(k) recordkeeper; identifies areas for process improvement
- Conducts periodic audits to ensure internal controls effectively mitigate risk; performs ongoing compliance projects as needed
- Resolves data/reporting issues with multiple disciplines (including HRIS, Payroll and Benefits)
- Often leads the work of small project teams; may formally train junior staff

## **Requirements**

- Bachelor's degree in Business Administration, Human Resources, Finance, or related field preferred. RPA (Retirement Plan Associate), CEBS, CBP or other certification may be considered in place of a degree
- 2 + years experience in Employee Benefits functions with working knowledge of retirement plan administration and compliance.
- Demonstrated experience in identifying and implementing significant process and system changes, including system updates and experience maintaining Retirement administration applications and interfacing with Human Resource Information and Payroll Systems.
- Strong analytical, organization and project management skills, attention to detail with an emphasis on quality control of data.
- Proven ability to clearly and effectively communicate in person and in writing to all levels of organization and external customers and other third parties.
- Advanced skills in Microsoft Office Suite, especially Excel included pivot tables and V lookups for data aggregation and reporting, and PowerPoint presentation preparation.
- ADP experience strongly desired; payroll experience preferred

## **How to Apply:**

External candidates should apply at:

<http://apply.firstgroupcareers.com>