

Benefit Planning Consultants, Inc.
Job Description

Job Title: Pension Administrator
Department: Pension
Reports To: Team Leader – Pension
FLSA Status: Non-exempt
Prepared By:
Prepared Date:
Approved By:
Approved Date:

SUMMARY

Performs administrative duties to process flex claims for multiple clients by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage flow of data on core block of clients
 - Prioritize workflow and delegate as needed
 - Process Data Requests coming in (logging in, checking for investment statements)
 - Follow up on missing data
- Process and distribute mail for assigned block of clients
- Import census data into pension software (Relius)
- Set up Word and Excel files for report generation
- Compute vesting and make corrections
- Review status of eligibility
- Complete census reconciliation worksheet
- Complete the following compliance tests:
 - ADP / ACP and projection
 - 15% Test
 - Coverage Test
 - 415 Annual Additions Test
 - Compensation Test
 - Top-Heavy Test
- Distribution Overflow
 - Process loans and preparing loan paperwork
 - Calculate hardship amounts
- Contact client or broker for additional information needed
- Asset Reconciliation
- Prepare Receipts and Asset pages for reports
- Prepare Distribution Report
- Prepare Loan Report (not required if investment company tracks loans)
- Prepare Top-Heavy and Projected Top-Heavy Tests
- Prepare Form 5500 and attachments
- Perform deposit calculations (when data comes in and census completed, perform deposit calculations)
- Collect investment statements for plans and save to network

- Make follow up calls on data requests not turned in timely (2nd requests) and notify ER of data missing –Manage deadlines for Form 5500 extension and filing dates
- Prepare all extensions
- Package all Reports including cover letter
- Prepare Summary Annual Report
- Mail Form 5500 to client
- Complete Report Clean-up projects
- Client communication (phone –call back up and correspondence)
- Assist clients with correction of untimely deposits
- Calculate, process, and follow up on required minimum distributions
- Miscellaneous Projects

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is responsible for administering client plans. To be successful in this position, individuals should have the ability to work effectively with various individuals and multi-task as necessary.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

COMPUTER SKILLS

Proficient in MS Word and Excel. Ability to learn other programs specific to pension administration.

LANGUAGE SKILLS

Ability to read and interpret documents such as plan documents, summary plan descriptions, government codes, rules and regulations, etc. Ability to write routine reports and correspondence. Ability to communicate effectively with clients, plan participants, and employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a many variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.