RETIREMENT PLAN SENIOR ADMINISTRATOR

Job Description

RMC Group is looking for a full-time, Retirement Plan Senior Administrator. You will be responsible for the day-to-day plan administration on a book of clients and peer review of annual administration reporting. This includes data management, reconciliation of accounts, reviewing plan documents, allocating contributions, compliance testing, and governmental reporting. You will be assigned a book of plans and will be responsible for the annual administration of all plans in that book including relationship management of the client in areas of administration and compliance of their plan. You will be expected to administer these plans based on the performance standards and administrative processes and procedures of the RMC Group of Companies.

Responsibilities

- Review of Census Data and Data Scrubbing
- Review of Plan Documents and Preparing Required Amendments
- Plan contribution allocations, compliance testing and valuations
- Reconciliation of trust accounts
- Preparation of financial statements and tax filing forms
- Working with clients on questions and communication of important information regarding the plan

Qualifications

- 5+ years of retirement plan administration experience required
- Experience with Defined Contribution and/or Defined Benefit plans
- Experience working with life insurance as a plan asset a plus
- A proven track record of accuracy and efficiency in completing tasks
- Strong organizational skills and the ability to work independently
- Ability to work within stringent deadlines that sometimes require extra hours during our busy season
- Ability to effectively communicate with colleagues and clients, both written and verbal
- Ability to handle duties with confidentiality and professionalism
- Designation of CPC, QPA, QKA, APA or other retirement plan credential preferred or willingness to obtain
- Bachelor's degree
- Excellent PC skills including, but not limited to Microsoft Word, Excel, Outlook, and PowerPoint
- Experience with FTWilliams, PensionPro, HubSpot and/or PlanGen preferred, but not required

What We Offer at RMC

- Medical, vision, and dental insurance
- Life insurance
- Short/long term disability insurance
- Paid vacation and holidays
- Flexible work schedules
- 401(k) with company match
- Career advancement and development opportunities

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Location

Remote

About RMC Group

RMC is an international provider of risk management and plan administration actuarial consulting services. RMC specializes in the design and administration of innovative risk management and insurance products for the small-to-medium sized business. RMC offers a wide range of services which includes property & casualty solutions, life, health & annuity solutions, traditional insurance, insurance-based corporate finance solutions, comprehensive risk management, along with a wide variety of employee benefit plan programs and solutions. Visit **rmcgp.com** for more information.