



RETIREMENT PLAN ADMINISTRATOR

Job Description

RMC Group is looking for a full-time, Retirement Plan 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, governmental reporting, and peer review of other team member 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. ASPPA/NIPA continuing education will be provided and obtaining and maintaining credentials of a QKA is strongly encouraged. This position is a remote position but can be hybrid from Bonita Springs/Naples, FL or Tucson, AZ.

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

- A minimum of 2+ years of retirement plan administration experience or completion of a relevant training program
- Experience in Defined Contribution and/or Defined Benefit plans will be considered
- Experience working with life insurance as a plan asset a plus
- A proven track record of accuracy and efficiency in completing tasks
- Experience with plan distributions including payment of loans, RMDs, and QDROs
- 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
- Bachelor's degree or equivalent work experience;
- 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 and short/long term disability insurance
- Paid vacation and holidays
- Flextime work schedules
- 401(k) with company match
- Career advancement and development opportunities



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Location

Tucson, AZ, Bonita Springs or Naples, FL, or Remote (position to support efforts in the central and western time zones)

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.