

# Pension Inc.

## Retirement Plan Administrator

Pension Inc., a leading provider of retirement plan administration and recordkeeping, is seeking a Retirement Plan Administrator to help business owners and employees transform retirement goals into reality.

### Education and Experience:

- Business Bachelor's Degree. (Experience in lieu of degree will be considered.)
- Experience in qualified plan administration and knowledge of the retirement services industry preferred, but not required.
- Experience in Relius software desirable, but not required.

### To be successful in this position you must possess and effectively demonstrate the following:

- Ability to prioritize workload to meet schedules and deadlines.
- Ability to work with a high degree of accuracy and attention to detail.
- Strong organizational skills.
- High Level of critical thinking.
- Clear, accurate and professional verbal and written communication skills.
- Must be able to work both independently and with direction.

### Job:

- Provide on-going plan administration and ensure compliance with governmental regulations and laws.
- Provide support and guidance to retirement plan clients and investment partners.
- Research and resolve complex issues relating to plan operations and documents.
- Perform mathematical calculations/allocations; ADP/ACP testing; other compliance and discrimination testing, etc.
- Prepare annual plan valuations, reconciliations, and investment trust accounting.
- Prepare IRS Form 5500s and related schedules.
- Perform other responsibilities and special projects as assigned.

### Hours:

- Pension Inc. Administrators typically maintain flexible in-office schedules. (Remote employment may be available based on candidate and ability to be on-site for required trainings and group meetings.)
- Full Time Salary Position / 8:00 am – 5:00 pm (Monday through Friday)
- Friday Summer Office Hours 8 am - 3 pm

### Compensation and Benefits:

- Base salary (dependent on experience)
- Paid time off
- Employer-sponsored 401(k) plan with employer match and profit sharing
- Employer-sponsored Health and Dental Insurance
- Employer-sponsored Life Insurance and Short-Term Disability
- Professional and collaborative team environment

### To apply, send your resume to:

Kayleigh Filz  
Partner/ Vice President  
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