

Defined Contribution Plan Administrator

Job Summary

The Defined Contribution Plan Administrator is responsible for managing a book of plan administration clients. This position focuses on providing clients with a stellar client experience and provides consultation on plan design, facilitating and conducting annual testing and preparation of government forms.

Responsibilities & Duties

- Work with RKG clients and recordkeepers to collect required information for administration and testing
- Perform compliance testing and prepare testing reports and government forms such as 5500, SSA-8955 and PBGC Premium Submission for combo clients
- Complete correction calculations for missed deferral opportunities, source corrections and other plan operational issues
- Communicate well with clients, advisors and other team members at RKG
- Manage and prioritize workload towards weekly goals in a results oriented team environment
- Perform work according to RKG policies and procedures
- Work with senior RKG teammates on special projects
- Attend team meetings

Qualifications & Skills

- Two (2) or more years of 401(k) plan administration experience (403(b), NQDC & Combo experience helpful but not required)
- Experience with FT Williams, Pension Pro and Erisapedia preferred
- Comprehensive knowledge of ADP/ACP, 415, 410(b), Top Heavy and 401(a)(4) non-discrimination testing
- Knowledge regarding self-corrections under the DFVC and EPCRS programs (a plus, but not required)
- Ability to manage a combo plan arrangement
- Excellent written and verbal communication skills
- Desire to work in a team environment
- Superior Excel skills
- Excellent organizational skills
- High level of critical thinking
- Committed to learning and coachable
- NIPA or ASPPA credentials
- Four year college degree preferred or comparable work experience

Salary Range:

- 0 to 2 years industry experience & industry designations: \$40k – 65k (+profitability based bonus)
- 3 to 5 years industry experience & industry designations: \$50k – 75k (+profitability based bonus)
- 5 to 10 years industry experience & industry designations \$90k+ (+profitability based bonus)

Top Perks

- Flexible hours/ability to work remote
- Office snacks
- Office in Ohio City
- Tuition reimbursement for job related credentials
- PTO flexibility

Where service is embedded in our name.