

# Job Description



**Job Title:** Pension Administrator (Compliance/Trust)  
**Department:** Compliance/Trust Accounting  
**Reports To:** Compliance/Trust Supervisor  
**FLSA Status:** Non-exempt  
**Location:** Chico, CA

## POSITION SUMMARY

To complete intermediate retirement plan compliance, retirement plan design assistance, create financial statements, reconcile various accounts and prepare required annual tax forms as needed for all aspects of plan administration.

## ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE PROCESSING AND COORDINATING WORK FLOW AS ASSIGNED WITHIN THE FOLLOWING DEPARTMENTS:

### Compliance:

- Primarily responsible for preparation of the following intermediate plan calculations and annual report summaries:
  - 401(k), Profit Sharing or Money Purchase
    - Single or dual plans
    - All size plans
    - New comparability, age weighted allocations or Safe Harbor
    - Multiple Loans
- Calculate annual plan contributions, preliminary calculations, projection calculations and mid-year valuations.
- Analyze plan document to determine correct administrative components.
- Determine participant eligibility.
- Determine highly compensated employee status.
- Perform plan coverage testing.
- Highly compensated determination.
- Perform plan top heavy testing.
- Check participant vesting.
- Perform advanced 401(k) ADP/ACP non-discrimination testing.
- Recommend failed ADP/ACP correction methods.
- Perform advanced plan cross testing.
- Summarize advanced participant accounts.
- Adjust participant accounts for gains and losses based on asset performance
- Ability to research solutions to administrative questions.

### Trust:

- Reconcile various retirement plan financial documents.
- Prepare financial statements for retirement plans including stock schedules.
- Process all required government reporting forms as they apply to the 5500 reporting process
- Prepare gain and loss allocation statements
- Prepare miscellaneous notes and instructions to consultants based on analysis of the trust information.
- Analyze plan distribution notices and process participant distribution calculations.
- Analyze plan documents to determine correct trust accounting component necessary for annual reporting.

## **AUXILLARY DUTIES AND RESPONSIBILTIES**

- Assist with APC special projects as required.
- Participate in group or individual discussions regarding department process or policy improvements.
- Assist with training or research.
- Other duties may be assigned.

## **KNOWLEDGE – SKILLS – ABILITIES**

- Highly organized and detail oriented individual.
- Highly skilled in plan administration, while requiring little supervision.
- Strong problem solving skills.
- Strong interpersonal skills
- Proficiency in MS applications, particularly Excel and Word programs
- Ability to work quickly and accurately under deadlines.
- Ability to interpret complex technical literature.
- Ability to research and propose accurate and detailed solutions to administrative questions.
- Ability to meet internal turnarounds and productivity requirements.
- Detailed preparation of compliance/trust accounting work while maintaining 95% accuracy
- Ability to interpret information and utilize resources to complete work assignments
- General knowledge of accounting principles
- General knowledge of ERISA
- Ability to read, speak and write in English.
- Ability to use a 10 Key accurately and efficiently.

## **MINIMUM QUALIFICATIONS**

- Bachelors Degree (preferably in Business Administration) or equivalent experience.
- Five plus years of industry compliance and trust experience.
- Excellent math and analytical skills (supported by experience and/or related coursework).
- Must be able to type at least 35 WPM.
- Ability to read, write and speak in English.

## **PHYSICAL / ENVIRONMENTAL CHARACTERISTICS**

Work is performed in an office environment and requires:

- Sitting for prolonged periods of time using a computer keyboard, mouse, and screen.
- Standing and walking may require twisting, reaching, bending, crouching and kneeling.
- Grasping, pushing, pulling, dragging and lifting boxes of files and other office items weighing 30 pounds or less.
- Mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.