

# Job Description



**Job Title:** Compliance Administrator II (3-6 years industry experience)  
**Department:** Compliance  
**Reports To:** Compliance Supervisor  
**FLSA Status:** Remote

## POSITION SUMMARY

To complete intermediate retirement plan compliance, retirement plan design assistance, and related annual administration.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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.
- Tracks all completed work in WIP, Time tracker and APC Gold programs.
- Maintain satisfactory attendance.

## AUXILIARY DUTIES AND RESPONSIBILITIES

- Coordinate compliance work flow as assigned.
- Participate in group or individual discussions regarding department process or policy improvements.
- Assist with training or research.
- Work on projects as assigned.
- Mentor new employees with training, assistance or research.
- Other duties may be assigned.

## KNOWLEDGE – SKILLS – ABILITIES

- Ability to concentrate; 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 work while maintaining 95% accuracy
- Ability to interpret information and utilize resources to complete work assignments

### **MINIMUM QUALIFICATIONS**

- Three to six years of industry compliance experience.
- Bachelors Degree (preferably in Business Administration) or equivalent experience.
- Excellent math and analytical skills (supported by experience and/or related coursework).
- Ability to read, write and speak in English.

### **PHYSICAL / ENVIRONMENTAL CHARACTERISTICS**

Work is performed in an office environment and requires:

- Sitting or standing 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.