

## **Position: Pension Administrative Assistant**

### **Flexible Hours and Work Schedule:**

- You can work the number of hours that fits into your schedule. However, we would expect a minimum of 10 hours per week. This is a flexible hours position, so you can work the days and hours that fit into your schedule. All hours are to be worked between 9:00 am and 4:30 pm Monday through Friday (except holidays) with no more than 5½ hours authorized on any one day. (Time taken for lunch breaks is NOT included in hours worked.)

### **Office Location:**

- 100 2<sup>nd</sup> Street SW, Waverly, Iowa
- This position generally does not require travel, but local travel may occasionally be necessary in special circumstances.
- This position does not permit remote working or work-from-home.

### **Compensation and Benefits**

- Compensation starts at \$24.00 per hour.
- This position does not provide Paid Time Off (vacation days/sick days) or paid holidays.
- Major Medical, Dental, Vision and elective insurance coverages are available along with HSA, Health FSA and Dependant Care Assistance programs. Advantage Administrators currently provides an employer contribution toward the cost of the benefits that you elect equal to 10% of your compensation that is paid for each semi-monthly period.
- You are provided with a \$50,000 term life insurance policy at no cost.
- You are immediately eligible to contribute to a company sponsored 401(k) plan. Employer matching contributions (while not guaranteed) have historically equaled 50% of an employee's salary deferrals that do not exceed 5% of their Compensation for that pay period.

### **Job Summary:**

You will work closely with our President/Compliance Attorney (who will be your direct supervisor) in administering employer sponsored qualified retirement plans (such as profit sharing plans and 401(k) plans). Your activities will primarily include:

- Enter and process plan contributions and participant financial data.
- Monitor incoming pension emails.
- Discuss and respond to emails and phone calls as directed by your supervisor.
- Run bank reports and balance the pension distributions account on a weekly basis.
- Enter annual client provided census data for ERISA compliance testing.
- Assist in preparing annual summary reports for delivery to employers.
- Prepare distribution materials for terminated participants.
- Initiate email distribution of census forms and IRS annual notices to Plan Sponsors.
- Assist in limited corporate activities such as proofing monthly invoice payments, entering fee payments, customer invoices and vendor bills for payment.

**Qualifications and Skills**

- Bachelor level degree or higher or, in exceptional circumstances, an Associate level degree with comparable work experience.
- Ability to communicate complex pension rules to Plan Sponsors and Participants in simple and understandable terms.
- Attention to detail in following oral and written directions and procedures without taking short cuts.

**How to Apply:**

Click on the “EMPLOYMENT” tab on the landing page of our website (AdvantageAdmin.com). If you are (or soon will be) a recent college graduate, you must attach a list of courses taken and grade history. Questions can be emailed to [bonnied@advantageadmin.com](mailto:bonnied@advantageadmin.com).