

## **Assistant Job Description**

### **Position Summary:**

The Assistant position will work in conjunction with an assigned Retirement Plan Consultant. The Assistant position is responsible for a wide variety of internal operations. Assistants will be measured on their ability to complete processing and reconciliation work accurately and timely. This position will also be utilized to work on internal projects as needed.

### **Essential Functions:**

- Complete processing, QC, and confirm Distributions and Loans
- Complete processing, QC, and confirm Payrolls
- Support year end processing related to Compliance Testing and 5500 Processing
- Complete processing related to quarterly valued plans
- Provide plan onboarding support as needed, as well as plan termination support if applicable
- Achieve assigned goals related to turnaround times and accuracy
- Communicate significant issues and exceptions to an appropriate higher level of authority within the organization in a timely manner
- Support additional projects as needed/assigned

### **Qualifications:**

- Bachelor's degree (B.A., B.S.) in accounting or business, or equivalent business experience
- Intermediate knowledge of MS Office Suite
- Retirement Administration experience in a professional environment where processing and/or reconciliation has been the focus
- Experience with databases, data management
- Knowledge of payroll processing, and payroll deductions as they relate to retirement plans
- Knowledge of general retirement plan administration
- Understanding of financial markets and financial service organizations
- Experience with reconciliation processes
- Team player who is self-motivated, eager to learn & grow
- Effective written and verbal communication skills
- Attention to detail
- Ability to effectively assess risk
- Creative problem solving skills