

DC Administrative/Consultant
for EGPS, INC.
in San Diego, Laguna Hills, CA

We have an immediate opening if you are local to our Laguna Hills, CA location and have experience performing these duties:

- Manage and complete all aspects of administration of a caseload consisting of Defined Contribution Plans (80-100).
- Analyze provisions in plan documents to ensure compliance with IRS and DOL regulations.
- Confirm and analyze census information, determine eligibility, key, and highly compensated employees and input data.
- Calculate employer contributions including related nondiscrimination testing, coverage testing and other compliance requirements for more complex plans.
- Allocate employer contributions after considering top-heavy status, deductibility limits, and impact of forfeitures.
- Identify and communicate non-compliance issues to clients and make recommendations for correction.
- Identify issues related to fiduciary responsibilities, such as adequate bonding, impact of nonqualified assets on bonding, and prohibited transactions.
- Allocate gains and losses on pooled and individual accounts.
- Evaluate takeover plans and identify compliance issues.
- Prepare client reports and confirm accuracy of data.
- Communicate issues and recommendations for resolution to client.
- Review plan to make recommendations to client to maximize tax advantages or other benefits.
- Assist clients in establishing policies and procedures to communicate plan benefits to their employees.
- Support DOL, IRS and Account Audits, as needed.

Knowledge/Skills/Education required:

- Competence in all areas of Defined Contribution /401(k) Plan administration
- Comprehensive and increasing understanding of complex plans.
- Sound knowledge of compliance requirements regarding employer contribution calculations, deduction limits, contribution deposit deadlines, top heavy determination, coverage testing, controlled groups and annual additions limitations.
- Knowledge of all aspects of distributions
- Understanding of IRS filing requirements and deadlines for qualified plans.
- Understanding of methods for researching DOL, IRS and other related regulations and procedures.
- Ability to effectively communicate, both in writing and orally, with a wide range of outside contacts in a professional manner.
- Maintain a positive attitude when addressing client questions and problems.
- Ability to work under pressure of deadlines and demanding clients.
- Work with minimal supervision.
- Good organizational skills and ability to set priorities consistent with Service Standards.
- Adjust priorities with changes in the annual business cycle of pension administration.
- Analytical and critical-thinking skills.
- Detail orientation.
- Excellent Interpersonal skills
- Demonstrates initiative.
- Good judgement.
- Software Skills: MS Office 2007--Excel, Word, Outlook; DATAIR, ft william, CMS, Adobe Acrobat

Minimum of two to five years of Defined Contribution administration experience requiring critical thinking, analysis, detail orientation, customer service and/or two to four years of college classes including accounting, math, and communications.

Laguna Hills, CA-area candidates only, PLEASE.

Email a resume to:

HR@egps.com

Visit our [website](#).