

OPEN POSITION: DC Analyst

LOCATION: Nationally - Remote

The Defined Contribution (DC) Analyst position is responsible for a wide variety of internal operations. The Analyst will be measured on their ability to complete processing and reconciliation work accurately and timely. This position will also be utilized to work on other internal projects, as needed.

PRIMARY RESPONSIBILITIES:

- Support year-end processing related to Trust Accounting, Annual Reporting and 5500 Processing
- 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



REQUIREMENTS:

- 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 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

HOW TO APPLY:

Interested candidates should apply by submitting resume to HR@egps.com.