

**OPEN POSITION:** Plan Termination Specialist

**LOCATION:** Nationally - Remote

The Plan Termination Specialist is responsible for managing all aspects of plan terminations. The individual in this role will be responsible for preparing and timely submitting plan terminations to the IRS and PBGC, as well as ensuring that distributions are completed in a timely manner.

**PRIMARY RESPONSIBILITIES:**

- Manage deadlines related to plan terminations
- Prepare plan termination IRS and PBGC submissions
- Respond to IRS and PBGC inquiries
- Calculate Defined Benefit and Cash Balance benefits
- Support additional projects as needed/assigned



**REQUIREMENTS:**

- Knowledge of plan terminations
- Traditional Defined Benefit and Cash Balance plan experience
- 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](mailto:HR@egps.com).