

Associated Benefits Corporation Compliance Director

Job Summary:

Associated Benefits Corporation is seeking a compliance director to join our team. This position will specialize in the compliance of ERISA qualified retirement plans. Primary responsibilities are to assist with plan compliance and quality control.

Duties & Responsibilities:

- Participate in education and development of internal and external parties by providing ERISA technical guidance and quality review feedback.
- Update compliance materials, participant forms, letters and distribution packages for law changes/disclosures.
- Effectively execute resolution to escalated technical issues from clients and/or internal staff.
- Provide plan design support for existing and on boarding clients.
- Maintain an expert level knowledge of qualified plan regulations.
- Ability to perform and/or review nondiscrimination testing and other compliance testing for 401k and pension plans
- Assist with employer match true-up calculations and long term part time employee identification
- Work closely with Retirement Team to process contribution reports, loan reports, and enrollment data
- Communicate directly with plan employers and participants
- Participate in compliance related projects and other duties as assigned

Requirements:

- College degree or relevant work experience required
- QKA (Qualified 401(k) Administrator) designation preferred
- 7+ years of Retirement or Pension experience preferred
- Ability to read and interpret plan documents.
- Possess the following skills:
 - Ability to work both independently and in a team environment.
 - Ability to meet regulatory deadlines as well as team and personal goals.
 - Strong problem solving and analytical skills.
 - Ability to handle multiple projects and prioritize workload.
 - Excellent communication skills, both written and verbal.
 - Able to react to change productively.
 - Expert knowledge of ERISA, IRS, and DOL regulations

Benefits: Competitive wage, health insurance, pension, 401k (with match), generous paid time off and holidays, life insurance, STD/LTD, dental and vision

Job Type: Full-time/Hybrid

For more information on Associated Benefits Corporation, please visit our website at www.associatedbenefits.com. If you are interested in this opportunity, please send a resume to Kelly Hayertz at hayertz_k@associatedbenefits.com.

