

RETIREMENT PLAN ADMINISTRATOR

Department: Corporate Retirement
Status: Full-Time
Benefits: Yes

SIMA Financial Group, Inc. is a professional services firm headquartered in Richmond, Virginia that employs a talented, client-centered team of professionals and support staff. Our certified and licensed professionals are dedicated to their unique discipline within SIMA's five core competencies: accounting & tax, payroll & workforce management, employee benefits, corporate retirement, and wealth management. We work closely with businesses and individuals to provide a superior experience to our diverse clientele that includes business owners, executives, entrepreneurs, and investors. SIMA identifies and implements financial strategies to more effectively manage both business and personal finances. Founded, grown, and managed in a morally-rich, values-driven environment, SIMA has proudly served clients with professional, personal, and principled care since 1985.

OVERVIEW & RESPONSIBILITIES

The Retirement Operations Associate is responsible for overall operations and administration of client corporate retirement accounts. The position will be responsible for retirement plan set up and conversions, maintenance, and terminations. Responsibilities include acting as the liaison between the client, recordkeeper, third-party administrator, custodian, internal payroll department and financial advisor. The position is responsible for working directly with the client's employees to assist them with their online account, enrollment, deferral changes, loan, and distribution requests. In addition, this position will work directly with the client on plan sponsor related tasks such as annual plan notices, plan census preparation, forfeiture balance usage, terminated participant force-outs, Form 5500 filing, plan questions and troubleshooting problems. The position may participate in client meetings but not in an advice or decision-making capacity.

- Assist employees with deferral changes, beneficiary elections, participant loans, rollovers, and distributions
- Manage overall enrollment process including tracking eligible participants, preparing, and distributing enrollment materials, and coordinate retirement deferral with payroll department if applicable
- Schedule and organize meetings including preparation of materials and reports needed
- Prepare investment monitoring reports for analysis and review; send finalized report to client
- Assist with plan setups, conversions, audits, and terminations
- Set up and ongoing management of accounts and client contact information in CRM system
- Deliver superior client service—serve as primary contact for client and the client's employees, answer plan questions, troubleshoot problems
- Assist client in completing paperwork and submit and follow up on necessary paperwork as needed
- Communicate with clients, verbally and in writing
- Serve as liaison with recordkeeper, third-party administrator, custodian, and internal payroll department on client issues; serve as liaison between Advisor and client as needed

- Coordinate and distribute plan notices annually and as needed; distribute plan notices directly to the plan participants and document delivery for specified clients
- Complete and submit the annual plan census and information on behalf of the client
- Monitor plan and task deadlines to ensure client completes tasks timely including plan filings such as the annual Form 5500
- Annual review of plan's forfeiture balance and coordinate forfeiture usage in alignment with plan documents
- Facilitate terminated participant force-out process including compilation of force-out mailings, documentation of mailings, employer approval and distribution paperwork
- Manage internal compliance documentation for the retirement department
- Collaborate as a member of the client relationship management team
- Attend client meetings in a technical and supporting role
- Special projects, as assigned

QUALIFICATIONS & REQUIREMENTS

Education & Experience

- 2+ years of experience in corporate retirement plan administration required
- Bachelor's degree from an accredited university preferred
- Experience working under a fee-based advisory platform/Registered Investment Advisory (RIA) firm a plus
- Proficiency with Microsoft Word, Excel, PowerPoint, and Outlook

Skills & Core Values

- Demonstrated ability to drive execution and results
- Strong analytical and problem-solving skills
- Excellent communication skills, both written and verbal
- High level of confidentiality and professionalism
- Client service oriented
- Strong organizational and time management skills
- Detail-oriented with a high degree of accuracy
- Ability to manage workflow and ensure projects/tasks are processed in a timely manner
- Ability to be proactive and not reactive in all aspects of daily job functions
- Ability to collaborate and operate as part of a team
- Self-motivated and able to work well within a fast-paced environment with firm deadlines

SALARY & BENEFITS

We offer an attractive salary with future opportunities for growth and advancement. In addition, we offer an exceptional benefit package, including an employer 401(k) contributions, Paid Time Off, long-term disability insurance, life insurance, and elective medical, dental and vision benefits.

CONTACT

To be considered for this immediate opening, please send your resume with salary requirements to careers@simafg.com or fax your resume in confidence to (804) 285-5656. This position will remain open until filled.

EOE. SIMA Financial Group, Inc. reserves the right to alter, change, modify and/or terminate this job posting at any time without notice, or obligation, to any party.