

401(k) Administrator

ACG has been providing retirement plan consulting and administration for over 30 years. We are seeking to add a Retirement Plan Administrator to our team. This individual should be highly motivated, organized, energetic and strive to exceed the expectations of our clients. This position is responsible for performing all aspects of annual administration for defined contribution 401(k) plans.

Successful candidates must be dedicated to customer service, have a positive attitude, have the ability to take charge of the entire process, be able to multi-task, and be committed to getting the job done. Previous experience in the 401(k) industry preferred, but not required. **Accountants, bookkeepers and candidates with other financial experience encouraged to apply.**

Primary Responsibilities may include:

- Serving as point of contact for plan sponsors
- Managing plan sponsor inquiries by researching compliance and procedural issues
- Working with different departments to get issues resolved for clients
- Managing multiple plan conversion from start to finish
- Assisting with distribution of required disclosures to participants
- Managing auto enrollment process for client
- Performing other duties as assigned

Desired Skills / Education / Experience:

- Minimum five years' experience in accounting or retirement plan administration
- Must demonstrate commitment to professionalism and quality work product
- Ability to work independently with minimal supervision, but also as a team player
- Must be well-organized and able to prioritize multiple deadlines
- Outstanding written and verbal communication skills
- Strong problem-solving skills
- High level of accuracy and attention to detail
- High level of proficiency in Excel required
- Bachelor's degree or equivalent work experience required
- Experience with Relius Administration preferred

ACG offers a great working environment with benefits such as 401(k) plan, health, dental, vision and life insurance, personal and vacation time. We also provide support for continuing education and encourage our employees to obtain additional skills and designations. Salary commensurate to experience.

How to Apply

Apply by email to Kim D'Amico kdamico@acgworldwide.com