

NORTH AMERICAN DIVISION

JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from **NORTH AMERICAN DIVISION** employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

TITLE OF JOB: DC Plan Specialist

DEPARTMENT: Retirement (NAD-RET)

SUPERVISOR: Associate Administrator, RET

REMUNERATION GRADE/RATE Regular, Full-Time Hourly (Non-exempt)

LOCATION: Columbia, MD—On-site/In-office at the NAD Headquarters

NOTE: This position is not eligible for any type of regular remote or teleworking arrangement. For candidates living outside of the MD geographical area, relocation is required.

POSITION SUMMARY: The DC Plan Specialist will manage and coordinate functionality of Defined Contribution (DC) Plan for workers from the North American Division, processing EPCRS corrections; authorizing refunds or requests for additional funds; approving loan applications and compiling hardship distribution requests for approval; communicating with payroll offices regarding discrepancies and data flow. Pulls bank reports daily and reconcile to employer files for biweekly export to recordkeeper.

AUTHORITY, ACCOUNTABILITY: Authority as delegated by the supervisor. Work is performed with limited supervision. There are specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines. Incumbent is expected to work both independently and as a team with one other DC Plan Specialist and assist Retirement Software Manager with various DC Plan data reconciliations as needed. Problems, concerns, etc., are referred to the supervisor for help.

ESSENTIAL JOB FUNCTIONS:

- Manage functionality of Defined Contribution (DC) Plan processing software by communicating with Retirement Software Manager regarding necessary updates and changes.
- Work closely with the other DC Plan Specialist to coordinate coverage for essential daily processes.
- Review and process EPCRS Overpayments and Make-up contributions, and authorize refunds or requests for additional funds as needed.
- Receive, analyze and authorize in-service distribution requests.
- Create and maintain a balanced monthly spreadsheet showing all transactions to the DC Plan bank account to retirement accountant.
- Communicate with employer payroll offices regarding discrepancy of data or funds flow.
- Initiate, reconcile and authorize biweekly wire of funds to record keeper.
- Create reports and compile information for Retirement Software Manager during the yearly Plan audit.
- Receive data and funds flow from employer payroll offices. Group together, sort and review the data for accuracy and then transmit on to vendor.
- Reconcile the data funds from all employers.
- Communicate with employer Administration by phone and mail regarding contribution delinquency, explanation or clarification of policy, and resolution of employee contribution or participation issues.
- Develop and maintain a general understanding of compliance-related issues to be able to receive or pass on detailed messages as they relate to Internal Revenue code.
- Compile and produce reports on data and funds flow.
- Set up and maintain files for data and funds flow systems and for compliance issues.
- Respond to queries from employees regarding compliance issues.
- Respond to various queries by phone, mail, fax and e-mail, routing queries as appropriate.
- Assist supervisor in preparing reports, special projects, etc., as requested.
- Perform other work-related duties as assigned by supervisor.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree in business-related field or certification from business college preferred. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

A minimum of three years of relevant, progressive work experience, is required to gain the skills and knowledge required to perform job duties.

KNOWLEDGE AND SKILL: Well-developed knowledge of principles, policies and beliefs of the North American Division and the Seventh-day Adventist Church. Ability to maintain neatness and order, organization, and a pleasant disposition in dealing with others. Requires knowledge of up-to-date office procedures such as efilig, telephone techniques, office equipment (including the following computer skills – MS Word, Excel and Outlook). Clear English usage (spelling, grammar, punctuation, etc.). Must be able to read and accurately interpret technical policies and be able to adequately explain them to others. Must have the ability to work under pressure and with numerous interruptions. Absolute confidentiality required at all times. knowledge of church employment policies and practices helpful. Good working knowledge of basic accounting and payroll principles and good general math skills. High degree of computer proficiency required. Effective verbal communication skills required.

Ability to explain (verbal and written) technical information/data in simple terms to enable retirees and others to grasp needed information quickly and easily, required.

If interested in the above position, please submit cover letter, resume, and completed NAD Employment Application to jobs@nadadventist.org. Find the application on the NAD website at www.nadadventist.org/careers.

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