

Ball State University
Professional Position Description

Position #: 100118

Department: Payroll & Employee Benefits

Dept Code: 133040

Position Title: Retirement Plan Administrator

Reports To: Associate Vice President, Human Resources & Admin Svcs

Contract Type: Professional--Cont Contract (P1)

Revision Dates: 9/2012; 11/2012; 1/2013; 9/2014

Exempt1: Administrative

Exempt2:

Direct Reports: Retirement Benefits Specialist

Position Function:

Maintain and administer the University's retirement plans, research best practices, review all plan documents, coordinate and analyze enrollments, loans, withdrawals, rollovers, and other pertinent processes and/or data; ensure appropriate enrollment participation; recommend plan changes or enhancements to management as appropriate; administer the University's phased retirement programs.

Duties/Responsibilities:

1. Ensure the University's retirement plans and administrative procedures are in compliance with all applicable, federal, state and local laws and regulations, labor contracts and agreements, and relevant policies and procedures; identify, resolve and document operational issues.
2. Liaise with internal and external retirement contacts and ensure plan policies, designs and applicable rules are documented and vetted with legal counsel, and/or appropriate governance bodies.
3. Coordinate internal and external audits, financials, and all state, federal and internal reporting related to retirement plan benefits; ensure testing in all areas is completed and results are "as expected" and/or corrected appropriately.
4. Work with Banner/HRIS to ensure ongoing ad hoc reporting and internal quality control of plan administration; ensure Banner/HRIS operations processes are congruent with all plan administration needs and identify processes that can be streamlined as appropriate; ensure internal checks and balances are in place with vendors and with internal partners.
5. Develop, maintain, and update pension/retirement plan documents and Standard Operating Procedure Manual for the University's retirement, voluntary 403(b), 457(b) and supplemental 401(a) plans.

6. Manage the administration, compliance, and reporting for all loans, distributions, and rollovers, including creation and retention of appropriate documentation for such transactions.
7. Handle all communications with University employees, retirees, investment vendors, government agencies and/or financial planners concerning retirement, 403(b) 457(b) and supplemental 401(a) plans; develop information resources, such as handouts and website content, new employee orientation content, to educate and raise awareness of the University's pension/retirement benefits offerings.
8. Work with outside vendors to plan and participate in various programs and seminars to educate employees on pension benefits and consult with vendors on annual reporting, plan design changes, etc.
9. Work with Benefit/Payroll staff to ensure accurate and timely report generation and appropriate contributions/remittances for biweekly and monthly payrolls are completed and that vendor systems have been reviewed for accuracy after remittances are submitted; monitor contribution levels for the Alternate Pension Plan based on date of hire/rehire; prepare related journal entries for remittances to the respective vendors.
10. Oversee the establishment and maintenance of participant records in Banner/HRIS and other vendor systems that support the retirement, 403(b), 457(b) and supplemental 401(a) plans, including compliance with IRS section 402(g) and 415 limits, respectively.
11. Liaise with the Payroll Accountant, on an as needed basis, with regards to the monthly, quarterly and/or annual reconciliations performed for the Alternative Pension Plan, 403(b), 457(b) and supplemental 401(a) plans, Teachers' Retirement Fund, Public Employees' Retirement Fund, and other retirement accounts in the financial reporting system.
12. Prepare materials for Board of Trustee meetings as applicable.
13. Develop a retirement plan calendar which is updated annually, that includes, but is not limited to the following: notice mailings, scheduling of retirement vendor seminars, and meetings with the University's Retirement Plan Committee.
14. Maintain active employee and retiree folders, respectively.
15. Perform other related duties as assigned.

Minimum Qualifications:

Education: Bachelor's or master's degree in human resources management, business administration, public administration, or related field.

Experience: At least five years of progressive experience in 403(b) retirement plan administration, with a minimum of three years managing retirement plans; demonstrated experience in dealing with different levels of staff members in a fast-paced environment while maintaining confidentiality.

Other: Strong and in-depth knowledge of pension regulation, and related state and Federal laws and regulations; working level knowledge of Microsoft Suite with advanced skills in Excel; ability to communicate effectively (verbal and written) and develop positive working relationships with both internal and external partners and customers; strong analytical, exceptional organizational, reasoning and problem solving skills; ability to exercise sound judgment, set priorities, organize, implement and administer effectively in all areas of accountability; strong

interpersonal relationship building skills to provide quality service, resolve conflicts and mentor others; high degree of accuracy; ability to pay close attention to detail, provide timely follow-up.

Additional Preferred Qualifications:

Education:

Experience: Expert knowledge of retirement plans and compliance; general knowledge of and some experience with health and welfare plans; experience in higher education and knowledge of TRF and PERF retirement plans.

Other: Professional certification in pension fund management or benefits administration (i.e., RPA or CEBS designation).