Watkins Ross
Retirement Plan Administrator

Watkins Ross is a 100% employee owned actuarial and retirement plan consulting firm located in Grand Rapids, MI. As a 100% employee owned firm, we recognize our employees are our greatest assets. Our team includes a diverse set of experienced professionals who help our clients achieve their goals by providing services to help them implement successful retirement programs, recognize emerging trends and understand regulatory changes that may impact their bottom line. Are you looking to join our team of employee owners? We are currently seeking a Retirement Plan Administrator. Send your resume to careers@watkinsross.com for consideration.

What makes Watkins Ross unique? Our culture, our benefits and our city. Read more at www.watkinsross.com/careers.

Overview

The Retirement Plan Administrator will serve as the primary contact relating to plan administration and consulting for an assigned group of 401(k) profit sharing plans. This individual is accountable for the implementation and administration of these plans and builds trusting relationships with clients, advisors and colleagues to exceed client service and retention standards.

Job Responsibilities

- Works with the defined contribution Compliance Coordinator to prepare ADP/ACP tests, along with all other nondiscrimination testing.
- Prepares Form 5500 and related schedules.
- Monitors plan deadlines, contributions, return of 401(k) excess deferrals/contributions, turnaround on the preparation of the year-end reports, 5500 filings, extensions and minimum distributions.
- Verifies accuracy of the processing of contributions (including various profit sharing contribution allocation methods), loans and distributions.
- Provides plan sponsor with information and education about their 401(k) plan and facilitate issue resolution when necessary.

Skills and Qualifications

The ideal candidate is resourceful and self-directed, with the ability to work cohesively as a team to continually improve our efficiency and grow as a firm. Strong communication skills, an attention to detail and the ability to meet deadlines are essential to handle the multiple responsibilities in our technical industry. This individual must have an enthusiastic, customer service oriented attitude with proven client relationship skills, and be motivated to continually broaden expertise to stay current on developments in pension law and regulations.

- Four year degree in an analytical field or equivalent work experience ***required***.
- Three or more years of defined contribution administration experience ***required.***
- Excellent Microsoft Office skills. Working experience with Relius ***preferred***.
- ASPPA or other professional designations ***preferred.***

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