

Title: Pension Analyst
Department: Retirement Services
Location: St. Louis / Chicago

Job Description

The Pension Analyst is responsible for supporting the administration, analysis, compliance, and reporting of pension and retirement benefit programs. This role aids in the transition from merger implementation to ongoing administration, supports the accurate calculation of pension benefits, maintains participant records, supports regulatory compliance, and collaborates with internal stakeholders, third-party administrators, actuaries, and auditors to ensure efficient plan operations.

Job Responsibilities

Pension Plan Administration

- Creation and maintenance of documentation for pension plan administrative processes and best practice.
- Conduct testing related to updates and modifications within the benefits administration system.
- Provide calculation support of pension benefit estimates, commencements, and distributions.
- Maintain accurate participant records and ensure timely processing of retirement transactions.
- Review and reconcile pension plan data, participant information, and administrative reports.
- Support employee inquiries regarding pension benefits, eligibility, and plan provisions.
- Perform additional duties and special projects assigned

Data Analysis and Reporting

- Analyze pension plan data to identify discrepancies, trends, and opportunities for process improvement.
- Prepare recurring and ad hoc reports for management, plan committees, auditors, and regulators.
- Assist with annual actuarial valuations by collecting, validating, and submitting participant data.
- Support audits and quality assurance reviews.

Compliance and Governance

- Assist compliance officer with preparation and review of regulatory filings, disclosures, and annual reports.
- Support internal and external audits by providing documentation and responding to inquiries.

Vendor and Stakeholder Management

- Coordinate with third-party administrators, actuaries, and legal in conjunction with the compliance officer.
- Assist in researching and resolving participant issues and escalations.
- Participate in pension-related projects, system/merger implementations, and process improvement efforts.

Basic Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, Human Resources, or a related field preferred; alternatively, a minimum of five years of relevant experience in employee retirement benefits, pension administration, or a related customer service function.

- Working knowledge of retirement plan regulations, pension administration principles, and benefit processes preferred.
- Strong analytical, critical-thinking, and problem-solving skills, with the ability to interpret and reconcile detailed information.
- Experience working with pension administration systems, benefits administration software, or similar systems.
- Demonstrated attention to detail and a high degree of accuracy when processing and reviewing sensitive employee and benefit information.
- Excellent written and verbal communication skills, with the ability to communicate complex benefit information clearly and professionally.
- Strong organizational and time-management skills, with the ability to manage multiple priorities, meet deadlines, and maintain accurate records.
- Ability to handle confidential employee and retirement plan information with discretion and professionalism.

Preferred Qualifications

- Experience working with defined benefit pension plans preferred.
- Bilingual communication skills preferred, with the ability to effectively communicate with employees in English and Spanish.

Work Authorization

No calls or agencies please. The Mid-America Carpenters Benefits will only employ those who are legally authorized to work in the United States. This is not a position for which sponsorship will be provided. Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

Equal Opportunity Employer

Mid-America Carpenters Benefits is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, age, marital status, political affiliation, sexual orientation, gender identity, genetic information, disability or protected veteran status. We are committed to providing a workplace free of any discrimination or harassment.