

DEFINED BENEFIT ADMINISTRATOR: Responsible for day to day administration of both defined contribution(DC) and defined benefit(DB) balance forward plans. Serves as primary point of contact for interaction with clients, consultants and others as it related to: regulatory and legal compliance, annual reporting and valuation, adherence to plan provisions and disclosures to plan participants, and reporting & government filings. Work closely with Chief Actuary to set up and run cash balance plans. Field daily phone calls and requests from clients, brokers, and consultants and respond in a timely and thorough fashion; problem solving/research, coordination with consultants on plan design and management, and creating client billing generators. Prepare annual plan reports. Perform Annual Quality Assurance Review. Prepare IRS and/or other government mandated forms or filings for terminated plans.

REQUIREMENTS: Master's Degree in Finance. Knowledge of or experience in Internal Revenue Code compliant Defined Benefit, Cash Balance and 401(k) plans. Knowledge of or experience in Pension Valuation, actuarial models and risk issues. Knowledge of or experience in client pension and retirement plan arrangements using Dataair Pension Valuation System. Knowledge of or experience in Excel and Quick Books accounting system. Knowledge of or experience in pension trust financial statements.

Job location: Miami, FL Resumes to: INGHAM & COMPANY AND SUBSIDIARIES, 9155 S. DADELAND BLVD SUITE 1512, Miami FL 33156. Attn: Martina Allum