



Defined Contribution Administrator

Flexible Benefits Systems, an affiliate of Apple Growth Partners, is a third party administration firm (TPA) located in Akron, Ohio specializing in daily valuation open architecture plans. We administer all aspects of retirement plans, including 401(k) Profit Sharing Plans, Money Purchase Pension Plans, Cross-Tested Plans, Cash Balance Plans, 403(b) and 457 Plans.

Due to growth, we are currently seeking a Defined Contribution Administrator with experience to join our TPA firm.

Requirements:

- Experience with retirement plan administration systems and compliance systems (TSM Investlink and Ft. William a plus)
- Experience preparing compliance tests, valuation/reports, statements and interacting with clients
- Experience reconciling trust accounts and meeting reporting and filing deadlines
- Team player with a positive and goal oriented attitude
- Excellent verbal and written communication skills
- Detail oriented/strong problem solving skills
- Solid time management skills/able to work independently
- Able to successfully handle multiple tasks
- Exams passed toward ASPPA, CEBS or NIPA designation a plus

To qualify, candidates must possess:

- 4 year college degree preferred
- Minimum 2-3 years experience in defined contribution/401k plan administration

Healthy Growth.

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