



Account Manager

Remote

MAP Retirement is looking for an experienced Account Manager to join our team. The ideal candidate will be team oriented but also able to work independently to service a book of business of 90+ Defined Contribution plans of all sizes. This opportunity is available for an individual who desires a work from home position.

Job Responsibilities:

- Consulting with clients and answering questions including, but not limited to, plan design, plan eligibility, contributions, compliance testing, and vesting via telephone and email
- Interpretation of plan provisions to accurately complete the required annual compliance testing
- Administration of an assigned book of business to include census collection and review, employer calculations, ADP/ACP, 415, 410(b), Top Heavy and 401(a)(4) non-discrimination testing
- Reconciliation of plan assets between client provided data and unbundled Investment Provider reports
- Completion and review of annual Form 5500 and other government forms
- Peer review of other teammates compliance reports before delivery to client

Required Experience and Skills:

- Minimum 5 years of experience in Retirement Plan Administration, preferably in a TPA environment
- Ability to manage your own caseload so that deadlines are met
- Excellent time management and organizational skills and the ability to multi-task in a fast-paced environment
- Exceptional oral and written communication skills
- Strong Microsoft Excel skills
- Experience using recordkeeping/TPA software, FT William and PensionPro experience a plus

HOW TO APPLY

Email your resume with salary requirements to: careers@map401k.com