



## **Senior Defined Benefit Pension Administrator**

Founded in 1983, Penad is Canada's pension administration specialist and a leading supplier of pension and benefit software systems to employers, financial institutions, and governments around the world. Penad takes care of the pension needs of plan sponsors across Canada and internationally with first-tier plan administration, consulting, actuarial and technology services.

### **POSITION SUMMARY :**

As a Senior Defined Benefit Pension Administrator, you will contribute as part of a team to provide administration support and pension administration tasks and liaison with our technology team. You will perform recurring plan administration services and work assignments for clients' defined benefit plans as well as interface with clients to answer questions, resolve issues and complete projects and provide administrative services to Pension Plans for the management and administration of the plans.

### **RESPONSIBILITIES :**

- Receive and responds to plan enquiries and requests from clients.
- Manage and maintain the electronic files for Defined Benefit Pension Plans.
- Calculate pension benefits and prepare statements for termination of employment, retirement, death, divorce, transfer.
- Update client's database (data request and validation, use of various systems/databases, data processing and accrual of benefits and other pertinent information, reconciliation of membership and plan assets, etc.).
- Prepare year-end annual pension statements.
- Prepare membership and asset data for actuarial valuations.
- Calculate pension adjustments (PA), pension adjustment reversals (PAR), and past service pension adjustments (PSPA).
- Prepare annual information returns.

- Create or modify calculation programs as it relates to the relevant plans, laws, and administrative procedures.
- Review and action incoming pension requests
- Assist with finalizing member packages and updating related tracking spreadsheets.
- Responsible for account reconciliations, data verifications, data entry, remittances and government filings.
- Support in the improvements of systems and procedures in order to enhance the work methods' efficiency.
- Act as a resource person for clients on benefit calculations and other administration processes.
- Be prepared to administer plans that may contain complex features (flexible plans, executive plans, hybrid plans, etc.).
- Be involved in various special projects, including plan termination, pensioner data audits, pension indexation, implementation of new plan provisions.
- Support the relationship between clients and other members of consulting team.
- Participate in client meetings and presentations.
- Follow and update documentation materials as directed to maintain complete accurate work papers and audit trails.
- Understand the plan documents and government regulations in administering plans.
- Maintain current knowledge of pension administration including its applicable legislative environment.
- Liaison with the technology group to provide product review and feedback.

**Requirements for Senior Defined Benefit Pension Administrator are :**

- 5+ years of Defined Benefit pension administration experience (completed complex retirement, termination, death and marriage breakdown calculations manually).
- Post-secondary education or completed courses related to Pension Administration.
- Advance knowledge of Defined Benefit pension plans and provincial pension and tax legislation.

- Experience reviewing pension calculations and member transactions.
- Ability to lead projects by taking ownership and being accountable for assigned tasks.
- Proven ability to manage multiple tasks.
- Excellent analytical and mathematical skills.
- Exceptional client service focus with strong professional expertise.
- Strong mathematical/analytical and problem-solving skills.

**Technical Skills :**

- Proficiency and current computer technology and related software (Outlook, MS Excel, MS Word)

**Salary :**

Salary commensurate with education and experience.

To apply for this position, email your resume and cover letter to Marina Yeoman at [myeoman@penad.ca](mailto:myeoman@penad.ca). Only those candidates invited for an interview will be contacted.