

PENSION / RETIREMENT SAVINGS PLAN SPECIALIST

Archdiocese of Galveston-Houston

Downtown Chancery
1700 San Jacinto Street
Houston, TX 77002

Summary:

The Archdiocese of Galveston-Houston is currently seeking to fill the position of Pension/Retirement Savings Plan Specialist for the Human Resources department. This position will be responsible for accurate and timely processing of enrollments for the Pension Plan and the 403(b) Retirement Savings Plans, monthly billing, pension benefit estimates, applications and disbursements, correspondence and all retirement system reporting requirements.

The Pension/Retirement Savings Plan Specialist reports to the Director of Human Resources, interacts with many different persons and groups internal and external to the Archdiocese, and is a key contributor to the overall team environment and effective services provided by the Human Resources Department.

Minimum Qualifications:

Required:

- High school diploma or GED required, 4-year college degree preferred
- 5-6 years related pension and retirement savings benefits experience and/or training; or equivalent combination of education and experience.
- Functional knowledge: Understanding of IRS rules, regulations; understanding of regulatory compliance regarding defined benefit and defined contribution retirement plans for church organizations preferred.
- Interpersonal: Strong customer service skills; listens actively and effectively, fosters teamwork and open communication
- Personal Effectiveness: Ability to multi-task, attention to detail, organizational skills, ability to work independently and with a team, self-motivated
- Technical knowledge: PC skills (MS Office, MARC IV, etc.)

Qualified candidates are encouraged to send a resume, letter of interest, and salary history to: hr@archgh.org with **Pension/Retirement Savings Plan Specialist** in the subject field.