



*Dedicated Plan Specialist –
Retirement Benefit Administrator
St. Louis, MO*

Ekon Benefits, a growing retirement plan consulting and administration firm, is seeking a detailed, math-oriented individual to provide administration for 401(k)-type group retirement plans. This goal-oriented, driven individual will serve as a Dedicated Plan Specialist, providing administration and compliance services to group retirement plans.

Essential Functions:

- Serve as primary client contact
- Financial balancing and reconciliation
- Compliance testing & year-end reporting
- Managing client and participant requests
- Contribution and payroll processing
- Hours recordkeeping
- Dividend allocating

Ideal Candidate Profile:

- Working knowledge of group retirement plans
- Bachelor's degree preferred in Actuarial Science, Accounting, or Finance
- Must be a self-starter with a commitment to quality, timely service
- Excellent written and oral communication skills
- Strong computer skills
- Related work experience preferred
- American Society of Pension Professionals & Actuaries (ASPPA) credential a plus

*To apply please submit your resume via email to genelle.brakefield@ekonbenefits.com.
No recruiters please.*

About Ekon Benefits

Founded in St. Louis, Missouri in 1981, Ekon Benefits has specialized in the administration and consulting of employer and jointly sponsored retirement plans for over 30 years.

We pride ourselves on providing timely, accurate retirement services that are comprehensive and customized to our clients' needs. Our associates are knowledgeable and bring an average of more than 14 years of experience, with extensive experience in all types of qualified plans including Defined Benefit, 401(k), ESOP, 403(b) and 457.