

Pension/Retirement Specialist
Archdiocese of Galveston-Houston

1700 San Jacinto Street
Houston, TX 77002

Summary:

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

The Pension/Retirement Plan Specialist reports to the Director of Human Resources, interacts with many different persons and groups internal and external to the Archdiocese, and is 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 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 benefits and defined contribution retirement plans or church organizations preferred. Passed Account and Billing skill 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. Must be and independent thinker with problem solving skills.
- Technical knowledge: PC Skills (MS Office, Excel, ADP, Marc) basic accounting skills.
- Spanish Speaking preferred.

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