

Pension/Benefits 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/Benefits 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/Benefits 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:

- 2 to 4 -year college degree preferred or equivalent combination of experience.
- 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. Past 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.
- Fluent in both English and Spanish preferred.

Qualified candidates are encouraged to send a cover letter, resume, and salary requirements to resume@archgh.org with Pension/Benefits Plan Specialist on the subject field.