

Senior Pension Benefits Specialist

Please apply: <https://alaskaairlines.recruitmax.com/ENG/candidates/>

Alaska Airlines is one of the most respected names in aviation. Our shared commitment to the communities and people we serve has been recognized nationally and internationally with "best carrier" awards from an array of consumers, ranging from readers of Travel & Leisure and Conde Nast Traveler, to the editors of Air Transport World, to frequent flyers polled by Zagat, J.D. Powers, USA Today, and others. But this didn't happen overnight, and it didn't happen by accident. Our proud story has been 75 years in the making and over those years one thing has separated Alaska Airlines from the rest. We call it the "Alaska Spirit."

"Alaska Spirit" is the heart of Alaska Airlines. It springs from the rich heritage as a pioneer in a state where aviation plays a vital role in the life of every resident. Throughout our system, the Alaska Spirit defines the unique character of our employees. Our fun loving, energetic, and adventurous personality flows from this spirit, as does our belief in service and community involvement. From our Alaska Spirit comes the pride, passion, and perseverance that sets us apart and nurtures the valued relationships we enjoy with each other and with our customers. Come share the Alaska Spirit!

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Perform per payroll reconciliation of 401(k) contributions and loan repayments and complete applicable funding within internal and external policy guidelines
- Perform monthly trust statement reconciliation, quarterly interim YTD plan contribution reconciliation and research discrepancies in anticipation of year-end plan accounting
- Coordinate with outside vendors for the administration of 401(k) loan/hardship programs, and termination distributions, including participant census, enrollment status, and problem resolution
- Assist with annual testing requirements for all plans (discrimination testing, annual additions, etc.) and provide record keepers with reconciled/complete salary and contribution information for all eligible participants, including transfers.
- Assist with quarterly/annual internal and external benefit plans audit and government filing
- Conduct New Employee Orientation as needed
- Ensure plans are in compliance at all times
- Provide phone support for questions relating to retirement plans and performs tasks as assigned by Manager, Benefit Programs & Compliance for all plan related activities on as-needed basis

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- MS Excel intermediate/advanced level
- MS Word & MS Access
- PeopleSoft Payroll and Pension modules experience preferred
- Four-year degree in Accounting or Business Administration
- Minimum 3 years practical experience in 401(k)/pension administration, with emphasis in accounting and/or payroll or 401(k) account reconciliation

Equal Opportunity Employer