

## Job Description

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<b>Job Title:</b>	Pension Administrator
<b>Department:</b>	Human Resources
<b>Reports To:</b>	Pension Manager
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 7
<b>Effective Date:</b>	June 2012

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### **Primary Purpose**

This position provides day-to-day administration of the UW Pension Plan and helps promote members' understanding of the pension program through responding to daily queries and assists with presenting pension information sessions.

### **Key Accountabilities**

#### **Day-to-day Pension Administration**

- Perform pension calculations and prepare option statements when members terminate employment, retire (staff only) or die and ensure all required forms and documents are received
- Prepare payment authorizations for Trustee
- Co-ordinate payment of life insurance claims for active and retired members
- Prepare authorizations for invoices to be paid from the pension fund
- Reconcile payouts (benefits and expenses) from fund's financial statements
- Calculate annual COLA adjustment on special pension payments paid from UW payroll

#### **Communication of Pension Program**

- Meet with members/beneficiaries to explain various payment options and provide support to members
- Inform campus community, as required of terminations, retirements and deaths
- Provide customer service by responding to daily questions received by telephone, email and in-person
- Assist in preparing, co-ordinating and presenting on-campus information sessions
- Prepare/peer review retirement letters for assigned groups
- Educate the campus on the flex provisions of the plan on an annual basis

#### **Non-routine Pension Administration**

- Administer the flex contribution provision of the plan
- Co-ordinate communication and administration of transfers in from prior employer's pension plans
- Assist in ensuring member data integrity sent to actuary for valuation purposes

#### **Other Projects as Requested**

- Works with pension fund auditors to compile data and respond to queries
- Contact person for department printers and photocopiers
- Other duties as assigned

### **Required Qualifications**

#### **Education**

- 3 year post-secondary qualification or equivalent experience

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### **Experience**

- 3-5 years of progressive experience administering defined benefit pension plan
- Familiar with Ontario pension legislation and pension related provisions of the federal ITA

### **Knowledge/Skills/Abilities**

- Demonstrated analytical and problem solving experience
- Interpersonal and communication skills
- Analytical and problem solving skills, attention to detail
- Intermediate skills in Microsoft Office suite
- Pension Administration System (BenPlus), HRMS system (PeopleSoft)

### **Nature and Scope**

- **Contacts:** Internally communicates with employees across all areas (Faculty, Staff, CUPE) to provide detailed pension information, communicates with colleagues in HR and other departments to obtain, clarify and discuss information. Externally communicates with Pension Fund Trustee and Actuary to provide and clarify information.
- **Level of Responsibility:** The position is responsible for performing administrative responsibilities and providing support to the pension group in a timely and accurate fashion.
- **Decision-Making Authority:** Answers questions with answers that are known and escalates all other inquiries.
- **Physical and Sensory Demands:** Minimal demands typical of a normal office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a normal office environment.