

► Career Opportunity

Benefits Technician (Nashville, TN)

Bryan, Pendleton, Swats & McAllister, LLC (BPS&M), a Findley Davies company, is an independent consulting firm specializing in employee benefits and human resources strategy. We help clients make critical decisions about employee pay, benefits, and change management to align their human resources strategy with organizational objectives.

For more than 45 years, BPS&M and Findley Davies have provided strategic counsel to help organizations navigate the changing benefits landscape and successfully manage workforce issues.

Together, we serve more than 1,800 clients nationwide through our eight offices located in Illinois, Kentucky, Mississippi, North Carolina, Ohio and Tennessee.



The Benefits Technician is a career-track position, potentially leading to a consultant role. The Benefits Technician supports senior staff in all practice areas of the firm while learning about the design, operation, and regulations governing both defined contribution and defined benefit retirement plans.

Job Responsibilities

- Perform routine tasks and procedures under general supervision
- Inspect work to ensure completion before turning it in for review
- Work directly with clients and plan participants, assisting in the administration of benefit plans
- Communicate effectively with clients and partners to facilitate day to day operations
- Escalate clients' needs, concerns, and ideas to consultants / team leaders
- Identify areas for client service improvement and support consultants to implement process changes
- Perform work efficiently to attain individual billing and realization rate goals, which directly affect the profitability of the firm

Typical Tasks

- Collect, scrub, analyze, and process large data files using a variety of software
- Perform standard calculations such as benefit payments, contribution amounts, and earnings calculations
- Prepare government filings such as Forms 1099-R, 5330, 5500, and 8955-SSA
- Respond to participant inquiries regarding plan provisions and distribution status
- Reconcile all work products
- Prepare client reports and participant statements

Core Competencies

- Basic knowledge of finance and accounting principles
- Strong analytical and mathematical skills with an emphasis on problem solving
- Intermediate Microsoft Office skills, particularly in Excel and/or Access
- Ability to meet deadlines with the highest degree of accuracy
- Excellent verbal, written, and interpersonal skills
- Strong organizational and problem solving skills with the ability to track multiple tasks and issues, set goals, and prioritize tasks in a fast-paced environment

Education and Experience

- Bachelor's degree, preferably in Business, Mathematics, Finance, or related;
- or 1+ year of work experience in employee benefits, financial services, accounting, or a related field, and
- demonstrated record of success in academics and/or on the job

To Apply

Submit your resume online at www.bpsm.com