Archdiocese of Newark

Title: Pension Supervisor

Location: 171 Clifton Ave., Newark, NJ 07104

Job Type: Full-time (Experienced)

Compensation Type: Salary  Wage: $50,000 - $60,000/year

Start Date: ASAP

Job Description:

Supervises the daily operations of the Pension Office. Responsible for the accuracy of employee and participant data in the department’s databases.

Primary Responsibilities:

- Daily job supervision of 2 staff members who work on the claims determination and benefits calculations for the Lay, Priests and Cathedral Healthcare pension plans.
- Resolves complex or unusual benefit calculations.
- Responds to questions and resolves problems for pension plan participants and participating employers.
- Oversees the annual Lay Plan participant update and billing process, and semi-annual Priests Plan billings.
- Liaison with BNY Mellon Bank on maintenance benefits disbursements to retirees and resolution of problems.
- Liaison with Watson Wyatt on maintenance of Pension Path data on pension participants and locations. Works with vendor to resolve problems.
- Coordinates information for asset transfers between investment managers and benefit disbursement accounts.
- Provide user training and technical assistance to office staff.

Qualifications:

- Bachelor’s degree
- Ability to maintain strict confidentiality and security of data accessed during the course of daily activities
- Strong attention to detail and excellent organization and customer service skills
- Strong analytical skills
- Good communication skills both written and verbal. Fluency in Spanish is preferred
- Ability to handle a heavy workload
- Proficiency in Microsoft Office Suite software and other computerized database applications
• Use initiative and independent judgment within established guidelines

**Application Instructions:**

Send resume & cover letter to floresra@rcan.org or fax to 973-497-4103. Must reference position title in subject line.