

## 401(k) Plan Administrator

Reports To: Operations Manager  
Department: Client Services  
Posting Date: August 1, 2022  
Location: Greenwood Village, CO



**Who we are?** Prosper Retirement Partners is an organization founded by two industry veterans, who believe the emergence of State-mandated retirement programs will result in record numbers of new 401(k) plan establishments. By leveraging the latest technology and regulatory structures to evolve the traditional retirement plan business, our goal is to build an organization that surpasses our previous successful ventures. This is a unique opportunity to join a fast-growing company and become a foundational member of our service team.

**Who are we looking for?** We are seeking motivated professionals with a minimum of 5 years experience in the administration of defined contribution /401(k) plans. Ideal candidates will possess a deep understanding of the various aspects of retirement plan administration - including basic trust accounting, census & deferral management, loan & distribution processing, as well as compliance testing and Form 5500 filings.

All candidates must possess and effectively demonstrate:

- Strong personal work ethic & professional integrity
- Team-oriented personality, with demonstrated ability to work independently
- Good organizational & prioritization skills, with refined attention to detail
- Strong verbal & written interpersonal communication skills
- Elevated PC proficiency

**Core Responsibilities:** The primary job function encompasses all aspects of 401(k) Profit Sharing Plan administration and Client relationship management. It requires collaborating with team members and overseeing work of assistants, to ensure accuracy and timeliness - while fostering a positive results-oriented environment.

More specifically, this position is responsible for:

- Reviewing plan sponsor census to determine eligibility and verify vesting status
- Ensuring timely Participant enrollment and verifying periodic contribution deposits
- Calculating & allocating employer profit sharing/match contributions
- Review & processing of Participant loan and distribution requests
- Determining Key Employee/Highly Compensated Employee (HCE) status
- Completing & verifying accuracy of nondiscrimination testing
- Preparation & filing of annual Form 5500 and related schedules

**Compensation & Benefits:** We provide competitive compensation, including base salary and a quarterly bonus program. We offer standard benefit programs that include health, dental, vision and disability insurance plans, as well as a Safe Harbor 401(k) plan with employer matching. For tenured contributors, we offer equity participation opportunities commensurate with their contributions to enterprise value creation.

**Workplace:** As a fast-growing enterprise, we seek to foster creativity and comradery by working in close proximity to one another. Our office environment is a place to collaboratively build an organization that shares the common goal of becoming a nationally respected brand and trusted small business partner. We support flexible schedules in a hybrid work ecosystem.