



Central Data Services, Inc.
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**Employee Benefit Plan
Administration**

Pension Analyst – Downtown Office, Pittsburgh, PA

Central Data Services, Inc. is the largest locally-owned and operated employee benefit services firm in the greater Pittsburgh area. We are seeking candidates interested in working in a fast-paced environment specializing in health benefit administration and client and customer service to fill a full-time Pension Analyst position.

The Pension Analyst position provides benefit processing for a defined benefit plan. This position includes routine and recurring plan administration tasks for the client's defined benefit plans (including benefit calculations, annual data updates and assists with preparation of benefit statements).

Essential Job Functions

- Support defined benefit data analysis procedures and practices
- Analyze large amounts of data using advanced Excel functionality
- Research and resolve data questions
- Verify corrected or clarified data in vendor system
- Perform requirements review
- Perform calculation testing
- Remain current as it relates to industry trends, best practices, compliance, etc.

Requirements

- High school diploma
- In-depth knowledge of complex defined plans including 3 – 5 years' previous experience
- Strong analytical and problem solving skills and attention to detail
- Expertise in Microsoft Excel and Word.
- Professional, client focused approach to colleagues and assignments
- Strong oral and written communication skills
- Ability to organize, set priorities, work independently and complete multiple projects within established deadline

This is a full-time, non-exempt position. Working hours are M-F, 8:30 am – 5:00 pm. This position offers health benefits and 401k with a great opportunity for learning and career advancement.

All interested candidates are encouraged to apply directly through the company website at www.cdsadministrators.com.