

Submit your application to [chloe.muller@uapp.ca](mailto:chloe.muller@uapp.ca) with the subject line "**Pension Analyst Application**".

*This position reports to the Pension Administration Manager and collaborates with other members of the UAPP team to foster a culture of discipline and determination. As a Pension Analyst, you will play a pivotal role in ensuring compliance with regulations while providing high-quality plan administration services to all plan members and participating employers. This position requires a thorough understanding of pension regulations, actuarial concepts, and financial analysis.*

#### Duties and Responsibilities:

- Calculate pension benefits and prepare statements resulting from various events (termination of employment, retirement, death, family property calculations, transfers).
- Plan, schedule, and carry out the work related to optional service and leaves of absence purchase applications.
- Calculate Pension Adjustments, Pension Adjustment Reversals, and Past Service Pension Adjustments.
- Peer review pension payroll and lump sum payout files prior to sending to the payroll provider and ensure completeness and accuracy of payment lists and that all necessary documents are received.
- Update members' database (data request and validation, data processing, data overrides/corrections, reconciliation of membership, etc.).
- Perform reconciliation and maintenance of pension data to ensure accuracy and integrity of records.
- Assist in year-end processes including but not limited to annual member statements preparation, Annual Information Return, data validation for actuarial valuations, etc.
- Ensure all tasks are completed in compliance with established service standards, procedures, and policies.
- Analyze, assess, and respond to complex pension-related inquiries.
- Engage with employers, members, former members, and retired members as necessary to provide timely and accurate responses to inquiries and concerns.
- Support employers in resolving system issues.
- Conduct thorough peer reviews of pension calculations to ensure accuracy and compliance.
- Assist in comprehensive testing of pension system and reporting functionalities.
- Assist in member information sessions.
- Collaborate in developing communication materials.
- Assist in pension administration projects such as missing members project, etc.
- Perform other duties, as required.

### Required Qualifications:

- Completion of Bachelor's degree preferably in Mathematics, Finance, Administration, or Actuarial Science.
- Minimum of 2 years previous pension administration experience.
- Retirement Plans Associate (RPA) designation.
- Proficient in data analysis, with advanced skills in Excel and pension administration software.
- Advanced analytical and critical thinking skills.
- Strong understanding of the principles, concepts, and practices of pension plan administration, including the relevant acts, legislation, and guidelines related to pension plans.
- Excellent communication skills, both written and verbal.

### Preferred Qualifications:

- Certified Employee Benefit Specialist (CEBS) designation or working towards would be considered an asset.
- Strong organizational and time management skills, with strong attention to detail.
- Ability to manage multiple priorities, meet deadlines, and adapt to changing needs.