DUTIES AND RESPONSIBILITIES:
Administer the employee’s 401(k) Savings Plan; provide individual employee counseling, explain in detail the 401(k) Savings Plan portfolio options, eligibility requirements and benefits of enrolling in the Navajo’s 401(k) Savings Plan; address moderate to complex retirement issues, such as unnamed beneficiaries, divorces, marriages, distribution of property, early withdrawal, etc.; interprets and explains retirement laws and regulations; correspond extensively with employees and managers outside the immediate office; Research historical records, salary and employment history to ensure accuracy upon enrollment of the plan; explain to employee retirement options and paperwork including direct deposit, tax withholding and election options; Run and update Payroll reports; Process enrollments, changes, loans, terminations and distribution of 401(k) Savings Plan accounts; monitor system to ensure accurate information is process for 401(k) participants; Work with FMIS/HRIS system and other data base system; reconcile Payroll amounts with Plan Provider; advice and communicate to participants of any changes or updates to the 401(k) Savings Plan or other retirement options; keep updated on laws, rules and regulations governing retirement plans; Work with Plan Sponsor/Provider regarding retirement benefits. Work with Department of Justice on confidential issues; Prepare recurring and ad hoc retirement plan statistics and other reports; provide technical assistance to staff regarding 401(k) Savings Plan policies and procedures; communicate with Navajo Nation departments, programs and outside agencies or consultants, regarding retirement plans; conduct presentations; attend meetings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
An Associate’s degree in Business or related field; and two (2) years progressively responsible benefits or retirement plan experience; or an equivalent combination of education and experience.

Preferred Qualifications:
Bachelor’s degree in Business Administration, Accounting or related field.
Proficient in Microsoft Office software applications or other computer applications.

Special Requirements:
A favorable background investigation. (Navajo Nation Background Check must be completed prior to employment at applicant's expense, if selected for position); Possess a valid state driver's license; Proficient in Microsoft Office software and applications. Must become FMIS and HRIS Certified within six months of hire date.

<<A favorable background investigation>>

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:
Knowledge of federal, state, tribal laws and regulations governing retirement plans. Knowledge of Navajo Nation Defined Contribution Plan. Knowledge of Navajo Nation Personnel Policies and Procedures. Knowledge of statistical and some accounting methods and techniques. Knowledge of scanning, processes with images and documents. Skill in communicating orally and written, preferred Navajo speaking. Skill in responding to complex retirement issues and concerns. Skill in presenting retirement information to a variety of individuals and conduct group presentations. Skill in researching, compiling and preparing statistical reports. Skill in establishing and maintaining effective working relationships with the Navajo Nation Government, entities, and outside organizations. Proficient in Microsoft Office applications; FMIS/HRIS Certified user to retrieve information pertinent to personnel data; Purchase Card user.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS’ PREFERENCE.