Account Manager

Daily Valuation Plans

Unique and challenging opportunity to become proficient in recordkeeping retirement plans that are designed for top executives within private and public companies across the United States. We do not expect applicants to have specific experience in this field as it is a very unique, niche market. Employees are provided regular, formal on-the-job training. An ideal applicant will be analytical and detail-oriented, have an aptitude and willingness to learn, and possess a strong desire to succeed.

The Pangburn Group has been named to the Baton Rouge Business Report's Best Places to Work for 7 consecutive years, most recently being named #2 on the list. It is through engaged employees, interesting client relationships, great benefits, flexible work environment, and a dynamic culture balancing hard work and fun (e.g., seafood boil, scavenger hunt, parties), that we have gained this distinct honor. If you are looking for a challenge and a great environment to call home, this is a unique opportunity not to ignore.

Education Requirements: Bachelor's degree in Business, Finance, Economics, Accounting, Math or equivalent

Position Overview: The role of an Account Manager is effective and efficient setup and recordkeeping of nonqualified retirement plans in Pangburn's proprietary database system and ensuring accurate and timely reporting for client delivery.

Duties:

- Analyze data and/or enter into Pangburn database system in order to ensure daily, online account balances are accurate and up-to-date
- Generate and post to the website accurate and timely accounting reports, enrollment reports, FICA reports, and participant benefit statements
- Prepare and post to the website adjusting entries, distribution statements, and ad hoc reports for events such as terminations, death, etc.
- Maintain client records and participant accounts as systems enhancements are released
- Ensure that all tasks (reports, enrollments, etc.) for clients are completed in a timely manner and in accordance with processes and procedures
- Coordinate with team to ensure the client has all needs met
- Setup and test online enrollment and coordinate with Client Relationship Managers regarding timelines
- Process fund changes
- Assist with all ad hoc projects and other responsibilities as assigned by Management

Required Skills:

- Maintains 100% confidentiality with regard to corporate, client, and vendor information
- Proficient in Excel, Word, and PowerPoint
- Prioritizes and performs multiple tasks simultaneously by establishing priorities, planning ahead, and anticipating potential issues in order to meet deadlines and client expectations
- Pays careful attention to detail and to accuracy of work, ensuring that all deliverables meet client expectations
- Takes ownership and initiative to ensure client expectations are met, including follow through, follow up, and understanding when and how to involve others
- Effectively communicates with individuals at all levels within the organization
- Works and participates effectively in a team environment
- Values punctuality, attendance, & the worth of Company time; communicates planned & unplanned absences in accordance with company procedures
- Models high ethical standards; establishes and maintains all business relationships on the basis of integrity & trust