



# 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. The Pangburn Group has been named to the Baton Rouge Business Report's Best Places to Work for nine consecutive years. It is through engaged employees, interesting client relationships, great benefits, flexible work environment, and a dynamic culture balancing hard work and fun, 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 accuracy of work, ensuring that 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
- Models high ethical standards; establishes and maintains all business relationships on the basis of integrity & trust

*The Pangburn Group is an equal opportunity, at will employer and will not tolerate discrimination or harassment on the basis of race, color, creed, religion, age, sex, veteran status, sexual orientation, marital status, medical condition, physical or mental disability or any other basis protected under applicable federal, state, or local law.*