

CEVA LOGISTICS, Houston, Texas
Financial & Executive Plan Analyst

The Financial and Executive Plan Analyst has overall responsibility for managing the administration of CEVA's retirement, life insurance and executive benefit plans. Analyzes and provides necessary financial, compliance, and customer service support for the 401(k) Plan, Executive, Deferred Compensation Plan, and Executive Life insurance Plans. Prepares necessary management reports and ensures all administrative and reporting activities are accomplished timely and within compliance of all appropriate regulations. Ensures all plan documents are current and within full compliance.

Primary Duties and Responsibilities

- Reporting and administration management of 401(k) Plan, Executive Equity Plan, Deferred Compensation, and Executive Life Plans.
- Ensure quality, compliance and performance for vendors responsible for plan administration and advice
- Annual government reporting and plan audit responsibility
- Manage processes for payroll deduction processing and reconciliation, year-to-date reports, and prepare periodic summary reports for CEVA management.
- Develop and use web tools for employees, including tools available through vendors to achieve administrative efficiencies.
- Develop spreadsheets and databases for complex tasks.
- Conduct market surveys as needed to determine market competitiveness of the 401(k) Plan.
- Transform strategic directions into tactical ideas and plans.
- Recommend solutions for administrative problems, improving workflow, recordkeeping, simplifying procedures, and/or implementing cost reductions.
- Assist with the preparation and distribution of the appropriate employee communications designed to increase the participation in the 401(k) Plan.
- Act as an Employee Advocate when necessary to resolve problems involving account balances, distributions, and loans for Plan participants.
- Keep current on all applicable government regulations to ensure plan documents are in compliance.
- Establish and maintain excellent working relationships with vendors.
- Supervise one to two employees.
- Respond to questions from employees regarding plan provisions and problem resolution with outsourced administrators.

Qualifications

Education and Experience

- High School Degree or GED required.
- Bachelor's Degree in Business Administration, Finance, Economics or other related field.
- Minimum five to seven years experience in a corporate benefits or consulting.

Certifications and Licenses

- CEBS preferred

Languages and Communication Skills

- Must be able to read, write and speak English fluently.
- Ability to communicate and interact effectively with multi-functional and diverse backgrounds.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from management, employees and vendors.

Computer Skills

- Advanced proficiency in Microsoft Office, Internet, web-based and job specific software applications.

Other Skills/Experience

- Extensive experience in analysis of qualified and executive plans.
- Advanced analytical, technical and problem-solving skills.
- Strong financial analytical skills with experience in performing quantitative statistical analysis, simulation models, and mathematical models.
- Able to write and speak fluently with technical accuracy.
- Ability to develop and manage databases and complex spreadsheets.
- Excellent planning, time management, collaboration, decision-making, organization, presentation and negotiating skills.
- Ability to handle sensitive and/or confidential documents and information.
- Desire to work in a team environment to ensure its success and the success of the company.
- Ability to support team members in furthering departmental goals through open and honest communication, promoting team interests over self-interest.

To Apply

Contact: Cindy Bradfield: phone: 281-618-3266, email: Cindy.bradfield@cevalogistics.com