

Benefits and Retirement Manager

Human Resources Department

Summary:

Manage daily administration of firm's benefits programs with a focus on ensuring compliance of health and welfare and retirement programs with all federal and state regulatory requirements. Oversee operational efficiency of the benefits module of the Human Resource Management Information System, Workday. Manage and direct work for the Benefits Assistant.

Email Resume [Here](#) to Apply

Qualifications:

- At least 7 years solid benefits experience required.
- Prior supervisory experience a plus.
- Strong working knowledge of Microsoft Office with Intermediate to Advanced Excel skills required.
- Proficiency with Workday HRMS desired.
- Must demonstrate excellent oral and written communication ability and record of team-oriented leadership.
- Bachelor's degree preferred.
- Law firm experience desired.

Duties and Responsibilities:

- Supervise and maintain all benefits-related information in Workday for all US and International benefits programs. Serve as lead liaison with HRIS Group on all Workday configuration matters including issue resolution, new benefits functionality design, development and testing, benefits integration files, Open Enrollment setup, Annual Plan and/or Rate changes and Annual ACA filings.
- Lead all governmental filing for the firm's Health and Welfare and Retirement Plans to include Annual CMS, San Francisco Health Care Ordinance, Form 5500 preparation, PBGC premium filings, and distribution of all required annual notices
- Lead all retirement plan administrative processes to include preparation and response to all data requests related to the actuarial valuation, financial audit and non-discrimination testing processes. Review quarterly profit-sharing contribution calculations and annual Cash Balance Plan in-service distribution processes. Manage the Qualified Domestic Relations Order process
- Manage partner benefits programs including retirement plan contributions and distribution processes and partner disability programs. Prepare all benefits invoices related to the partner disability programs.
- Review all monthly invoices to ensure accuracy and completeness.
- Interface and communicate with all levels of C&B personnel on all aspects of benefit issues including but not limited to questions, concerns, education, processing, and general knowledge. Serve as subject matter expert on all plans.

Duties & Responsibilities (Continued):

- Serve as back-up for Partner orientations
- Other duties and special projects as assigned

Status: Exempt

Reports To: Director of Benefits

Workplace Type: Remote

Salary range is \$97,200 - \$186,300 based on office location and national average; actual salary dependent on candidate experience and location..

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

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