Sentinel Benefits
& FINANCIAL GROUP

Position Title: Contributions Associate **Effective Date: 1/29/2018**
Department: Operations
Reports To: Director, Operations

The **Purpose** of Your Role:
Do you want to work for a fast paced, growing organization where people make the difference? We are seeking a knowledgeable, team-oriented Contributions Associate for our Operations Team. The role offers a great opportunity to work in a fun, collaborative work environment and provides opportunity for future career advancement within the organization.

The **Expertise** We're Looking For:
- A passion for problem solving and operational thinking.
- A sincere interest in working within/learning the financial services industry (if you don't have financial services experience).
- Bachelor's degree preferred, but not required

The **Behaviors** That You Bring:
- **Integrity –** Your customer-centric attitude and commitment to doing what is right for our participants.
- **Expertise** – You are a team player and continuous learner. You share your knowledge with your team, embrace new learning opportunities, and search for ways to improve our operations.
- **Empowerment –** You demonstrate organizational skills, the ability to manage priorities, deadlines, and troubleshoot issues independently.
- **Excellence –** Your detail-oriented approach leads to quality processing results for our clients and your communication skills allow you to communicate effectively with clients and internal team members.
- **Innovation –** You learn quickly, collaborate with others, and share your ideas for improving our service.

The **Excellence** You Deliver:
- Monitor, process, and reconcile contribution files for retirement and reimbursement plans through our recordkeeping systems.
- Initiate funding requests (ACH) and reconcile received deposits for plan contributions
- Generate and review various contributions reports
- Process and post participant contributions, rollovers, loan payment, and loan payoff transactions
- Perform cash reconciliation activities for our custodial partners
- Assist internal teams with responding to client inquiries
- Continuous learning through Retirement Plan Fundamental programs and other benefit certifications
- Proficient in Microsoft Office programs and the ability to quickly learn new systems (CRMs, recordkeeping, etc.)

Our Company:
Sentinel Benefits & Financial Group proudly serves more than 3,500 clients throughout the U.S., and for 30 years, we've remained devoted to making a difference in the lives of our people, our clients and our community. With nearly 200 professionals tied to our mission to deliver great service—and a 9-year average associate tenure—we have become the thought leader we are today.

From our conveniently located headquarters on Lake Quannapowitt in Wakefield, MA, you will enjoy a collaborative work environment that encourages cross-departmental creativity and engagement. We're looking for dynamic individuals, self-starters and team players to join our team.

Recognized as one of the largest employee benefits firms in Massachusetts (Boston Business Journal), a top 100 retirement plan adviser (PLANADVISER Magazine), and the 2016 recipient of the Best-in-Retirement Business IMPACT Award™ by Charles Schwab, our in-house experts—and their commitment to excellence—define who we are.

Our Culture:
Our people care about our organization. We are a company with a mission to be the best in our industry. Being part of this company means that you are part of something special. Sentinel Benefits & Financial Group offers paid vacation, 9 Holidays and 2 floating holiday, company sponsored medical and dental insurance, life insurance, AD&D, short and long-term disability, 401(k) Plan and free parking.

Sentinel Benefits & Financial Group is an Equal Opportunity Employer. Interested candidates should email a resume to: hr@sentinelgroup.com, **SUBJECT LINE: Contributions Associate**

For further information, please check us out at www.sentinelgroup.com.