

Wilson-McShane Corporation
Fund Administrators
Employer Contributions Specialist
Kansas City, KS

Essential Duties and Responsibilities include the following:

- Daily verbal and written communication with participants and employers.
- Posting and Researching union members hours and contributions.
- Reconciling contribution reports and making deposits.
- Collecting outstanding employer contributions.
- Reviewing various Agreement rates, terms and conditions.
- Balancing daily postings and deposits.
- Interpreting and following the rules outlined in Plan Documents.
- Other duties and projects as assigned.

To perform the job successfully, an individual should demonstrate the following competencies:

- Professionalism- Approaches others in a tactful manner; Reacts well under pressure; Accepts responsibilities for own actions; Follows through on commitments; Team Player.
- Customer Service- Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.
- Quality- Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Takes pride in his/her own work; Organized.
- Quantity- Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Dependability- Follows instructions, responds to management direction; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Attendance/Punctuality- Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Adaptability- Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Ability to prioritize duties. Ability to learn applicable computer applications quickly.
- Communication- Speaks clearly; listens and gets clarification; Responds well to questions; writes clearly and informatively; reviews work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.

To perform the job successfully, an individual should have the following qualifications:

- Experience: Two plus years related experience and/or training.
- Computer Skills: Proficiency with all aspects of Microsoft Office.
- Other Skills: Critical thinking, problem solving and good math aptitude.