



## **Retirement Plan Administration – Summer 2022 Internship**

### **Job Description**

We are seeking a candidate for an internship working as an entry level retirement plan administrator. Responsibilities include census and eligibility review, compliance testing, trust accounting and deposit reconciliation, preparation of Forms 5500 and 8955-SSA, contribution calculations, and preparation of annual reports.

The position is part-time (approximately 20 hours per week), hourly, with a competitive wage. It is an onsite position located in Helena, MT. The internship is a temporary position and will run from May 1st through October 31st, 2022.

### **Minimum Qualification Requirements**

We are seeking a Junior or Senior student pursuing a degree in Accounting, Business Administration, or Finance. No prior plan administration experience is required. Minimum requirements for the position are as follows.

- MS office skills (Excel/Word) required
- Strong analytical skills and attention to detail

### **About Big Sky Retirement**

Big Sky Retirement is an independent, locally owned third party administration (TPA) firm located in Helena, MT. We specialize in retirement plan design, consulting and administration for small to mid-sized businesses. Our approach is to partner with local financial advisors and investment platforms to provide a best-in-class retirement plan solution for our clients. We value our relationships with our clients as well as our partners in the financial services industry. Big Sky Retirement is the largest locally owned TPA firm in Montana.

**To apply**, please email a resume and cover letter to Steve Blom at [steve@bigskyretirement.com](mailto:steve@bigskyretirement.com)