

**The Manager, Benefits - Retirement Plan Administration**, oversees administration of benefit plans with primary focus on Retirement and Savings plans, including 401(k), Puerto Rico 401(k), defined benefit plan, non-qualified plans and stock purchase plan. Serves as Project Manager for new plan implementations and acquisitions/plan mergers. Coordinates with UHS IS Department and/or outside vendor regarding changes to internal or external interfaces and process improvements. Oversees plan compliance and Non-Discrimination testing. Oversees annual audit and prepares schedules for Form 5500s. Coordinates project plans for plan design changes, investment change/mapping implementations, investment and plan communications. Provides assistance with other benefit plan matters, including health and welfare plans, as needed. **To discuss email: [anne.martorana@uhsinc.com](mailto:anne.martorana@uhsinc.com)**

**Job Duties:**

- Manages the administration for UHS Qualified 401(k) and Puerto Rico Retirement Savings Plans, including overseeing procedures for the transmitting demographic and contribution files to vendor and loading contribution feedback files. Oversees the annual Non-Discrimination (ACP/ADP) plan testing and annual HCE contribution limit analysis.
- Manages administration for UHS Non-Qualified Plans, including, overseeing procedures for transmitting demographic and contribution files to vendor and transmitting payroll contributions and employer discretionary contributions, as applicable. Oversees the annual enrollment process and scheduled distributions.
- Manages the administration of UHS Employee Stock Purchase Plan, overseeing procedures for plan reconciliations, contributions and demographic files. Oversees the HRIS/Payroll process of loading contribution feedback and imputed income files.
- Oversees annual benefit plan audits, including annual Sarbanes-Oxley (SOX), including working with internal departments and outside auditors to fulfill all required documentation, testing, schedules and validation of internal controls.
- Supports administration and compliance activity for pension, health and welfare plans, including 5500 preparation, Form 5330 filings, plan amendments, summary plan description updates, plan summaries and communication.
- Coordinates project plans for plan design changes, investment change/mapping implementations, investment and plan communications for all plans.

Bachelor's Degree with 5 years' experience required.

Advanced knowledge/understanding of the following:

- ERISA
- IRS- Section 125
- DOL requirements (VFCP corrections)
- 401(k) - Qualified Defined Contribution Plans
- Non-Qualified Deferred Compensation Plans
- Pre-409A and Post-409A Regulations
- ASC820 Methodology
- SOC 1 and SSAE16 Reporting
- Annual COLA limits

Skills:

- Vendor relationship management.
- Project Management
- Verbal and written communication skills (proofreading/editing plan communications/materials).
- Organizational and time management skills.
- Ability to interpret file specifications for interface development/enhancements.

If you are looking for a rewarding career, please take a moment to share your background with us by applying online. UHS offers competitive compensation commensurate with experience and benefits programs including medical, dental, life insurance and 401k.

One of the nation's largest and most respected hospital management companies, Universal Health Services, Inc. (NYSE: UHS) has built an impressive record of achievement and performance. Steadily growing since its inception to an esteemed Fortune 500 corporation, UHS today has annual revenues of \$10 billion and 83,000 employees. In 2019, UHS was recognized for the ninth consecutive year as one of the World's Most Admired Companies by Fortune; in 2018, ranked #268 on the Fortune 500; and in 2017, ranked #275 in Forbes inaugural ranking of America's Top 500 Public Companies.

Our operating philosophy is as effective today as it was 40 years ago: Build or acquire high quality hospitals in rapidly growing markets, invest in the people and equipment needed to allow each facility to thrive, and become the leading healthcare provider in each community we serve.

Headquartered in King of Prussia, PA, UHS has more than 83,000 employees and through its subsidiaries operates more than 320 acute care hospitals, behavioral health facilities and ambulatory centers in the United States, Puerto Rico and the United Kingdom.