

Alaska Electrical Trust Funds
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Posting Date: February 2026
Posting Title: Pension Supervisor
Position Type: Full Time/exempt
Reports To Position: Administrator
Hours of Operation: Monday - Friday 8:00-5:00
City: Anchorage

PENSION SUPERVISOR

The Pension Supervisor will work under the direction of the Administrator to manage the Pension Department. The Pension Supervisor will also periodically interact with Trustees, and Plan professionals. The Pension Supervisor will ensure that both retirement Plans are administered as required under the Employee Retirement Income Security Act (ERISA) of 1974, the Internal Revenue Code, DOL, The Summary Plan Descriptions, and Plan Documents.

The responsibilities of the Pension Supervisor are as follows:

1. Responsible for the Staffing and Supervising of the Pension Department. Interview candidates and conduct annual reviews as needed. Responsible for the hiring and training of Pension Representatives in all duties including filing, the processing of Minimum Required Distributions, and Retirement Savings Plan applications, benefit calculations, adding of hours, retirements, projections, deaths, QDRO's, return mail, BOT list, and processing of enrollment forms.
2. Act as expert resource for both Defined Benefit Plan and Retirement Savings Plan. Responsible for determining post-retirement service, calculating Past Service Credit and awarding Past Service benefit. Review vesting concerns to determine whether someone could be eligible for Pro-rata Credit or uncovered hours of service.
3. Responsible for the accuracy of a 14-million-dollar monthly retirement check run and assist in balancing participant accounts at the end of the year to accurately report income to the IRS and sending out IRS Form 1099r
4. Plan monthly retirement check run schedule and Retiree Certification form Schedule for the following year.
5. Assist participants in finding resolution with problems that may arise both on phone and in-person at the booth.
6. Perform in-depth review of participant appeals to ascertain whether the appeal may be resolved at the Administrator level. Summarize issues and history of events in a memo to present to Trustees along with copies of all related correspondence. Present appeal to Trustees and Appeal Committee meetings. Send determination letter to participant to relate the decision of the Trustees.
7. Other duties as assigned

Qualification Requirements:

Education - Bachelor's degree in Business Management, Finance or a related field preferred. Industry experience is desirable.

Skills – Two years experience with employee benefits in an employer setting that utilizes multiple employee benefit programs. Advanced Excel skills, strong math skills and/or accounting background and experience resolving customer complaints are essential. Experience with Defined Benefit and 401k type plans is preferred. Experience in a position that required acting in an advisory capacity with participants; extensive interaction with various departments; and independent decision-making. Strong interpersonal, analytical, and communications skills required.

Please submit Resume to Robert Garcia

Outside AETF: Please contact Robert Garcia (907) 276-1246 ext. 260 or email resume to Robert_g@aetf.com