

- Location 3400 Walnut Street Suite 700, Denver, CO, 80205-5456, United States
- Base Pay \$95,000.00 - \$110,000.00 / Year

EMPLOYEE BENEFITS SPECIALIST

Description

About Davis Graham & Stubbs LLP

For over a century, Davis Graham & Stubbs LLP (Davis Graham) has ranked among the region's most prominent law firms, consistently delivering high-quality legal services to emerging and established businesses across the Mountain West. We are the leading independent law firm in our region, offering AmLaw 50 quality at a distinct value - a true differentiator for sophisticated businesses facing major legal challenges within our recognized specialties.

Davis Graham is recognized as the leading firm for middle-market and lower-middle-market M&A, finance and corporate governance work, with particular depth in the energy, private equity, hospitality, and technology sectors. Our litigators hold a dominant position in high-stakes cases across the region, most notably in complex commercial disputes, environmental and energy litigation, and enforcement and investigations.

While our firm's Denver location and intermediate size allow strong, collaborative relationships with local and regional clients, our broad experience and innovative use of technology enable us to partner effectively with businesses and their investors throughout the country and internationally. We are committed to a culture of professional excellence—attracting top-tier talent, investing in our people, and delivering exceptional results for our clients. Davis Graham is a firm defined by a hardworking partnership, an ownership mentality, and a deep commitment to one another and our clients.

Summary

This position utilizes a high level of expertise to draft, prepare, and complete plan documents and amendments related to retirement and benefit plans for clients. The position is responsible for reviewing and analyzing client plans, researching issues, and assisting with plan maintenance.

Essential Functions

- Draft and prepare: Summary Plan Descriptions; state legislation; health and welfare plans; IRS submissions for qualified plans; administrative forms; retirement plan amendments and restatements and proposals in response to request for proposals.
- Research basic tax and ERISA issues.
- Review, analyze, and determine whether to qualify domestic relations orders.
- Perform miscellaneous job-related duties as assigned.

Required Skills/Abilities

- Intermediate-level Excel and Word skills and knowledge of PowerPoint.
- Be detailed-oriented, have thorough research capabilities to produce a quality work product in an efficient timeframe, and have excellent analytical and problem-solving skills.
- Be client driven - provide outstanding client service and follow-through on responsibilities to clients.
- Communicate effectively, create open channels of communication, keep others well-informed, express ideas clearly and concisely and listen carefully to input and feedback.

- Act with integrity, demonstrate responsible and honest behavior in all roles, tasks, and responsibilities.
- Be enthusiastic, maintain a high level of commitment and energy.
- Complete all tasks effectively despite a large workload, competing demands, and a fast-paced environment.
- Promote teamwork, maintain positive working relationships with co-workers, and effectively handle interpersonal conflict situations.

Supervisory Role

None

Work Environment

This position requires the employee to work in a professional office environment with some ability to work from home. Because the employee will handle sensitive firm and client information, the employee must work from a home office and not a public location during any remote periods. The employee will routinely use standard office equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Prolonged periods sitting at a desk and working on a computer.

Position Type and Expected Hours of Work

This is a full-time, benefits-eligible position. Hours are generally Monday through Friday, 9:00 AM to 6:00 PM, with some flexibility in the normal start and end times, and the ability to work additional hours during the week and on weekends.

This position has a billing expectation of 800 hours per year.

Required Education and Experience

The EB Specialist must have a bachelor's degree and a minimum of 3-4 years' experience in employee benefits and executive compensation. A Master of Taxation, Certified Public Accountant ("CPA") certificate, or Certified Employee Benefits Specialist ("CEBS") designation may be substituted for experience.

Preferred Education and Experience

Master of Taxation, CPA certification, or CEBS designation.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Application Deadline

This position is expected to stay open until October 31, 2026, which has been extended from the original deadline of May 29, 2026. Please submit your application as soon as possible and no later than October 31, 2026, at midnight to ensure consideration.

Salary range is based on or commensurate with experience.

Davis Graham offers competitive benefits. For a full list of benefits provided, please select this link: [Benefits](#).

Colorado Residents: In any material you submit, you may redact or remove age-identifying information such as age, date of birth, or dates of school attendance or graduation. You will not be penalized for redacting or removing this information.

Davis Graham provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, transgender status, gender identity or expression, national origin, age, disability, marital status, genetic information, military status or any other status protected by applicable federal, state or local laws.

Davis Graham participates in the E-Verify program to confirm authorization to work in the United States.