

FIREMEN'S ANNUITY AND BENEFIT FUND OF CHICAGO

The Firemen's Annuity and Benefit Fund of Chicago (the Fund) was established in 1887 and is governed by ILCS 40, Act 5, Article 6 of the Illinois Revised Statutes. The Fund was created for the purpose of providing retirement and disability benefits for Chicago fire personnel and paramedics.

DEFINED BENEFIT ANALYST JOB POSTING

Reporting to the Deputy Director, the Defined Benefit Analyst shall be responsible for the accuracy and integrity of actual and estimated employee benefits calculations based on an understanding of the requirements of the Illinois Compiled Statutes and all required documentation and accounting related to the participant benefit.

The Defined Benefit Analyst position duties include:

- Benefit application processing and calculation based on a thorough knowledge of the Illinois Pension Code
- Special project work analyzing benefit structures and payments in response to litigation, legislative changes, and for informational analysis requests.
- Participant Contribution Accounting/Pension Deduction Ledger Accounts maintenance and reconciliation
- Provide Qualified Illinois Domestic Relations Orders (QILDRO) calculations in response to a subpoena or participant request and for retirement application processing.
- Utilization and maintenance of the Fund's benefit management and accounting system and the Fund's document management system.
- Building and maintaining spreadsheets utilizing database input to assist in the calculation of various types of participant account adjustments and benefits

The qualifications for the Defined Benefit Analyst position are:

- A four-year degree in business or a similar discipline or
- Three years of professional experience in the calculation of benefit payments, payroll processing or equivalent
- Professional experience using Microsoft Word and Microsoft Excel
- Must be able to meet deadlines within time constraints
- Must be able to work harmoniously and communicate with other staff members
- Good verbal and written communication skills required

The FABF provides excellent benefits to include:

- Medical, Dental, & Vision Insurance
- Defined Benefit Retirement Plan
- Paid Time Off, including vacation, holidays, sick & personal time.
- Flexible Schedule

The starting salary for this position is dependent on experience and qualifications.

Please email your resume to info@fabf.org by March 15, 2018 and you may find additional information regarding the Fund at fabf.org