

FIREMEN'S ANNUITY AND BENEFIT FUND OF CHICAGO

The Firemen's Annuity and Benefit Fund of Chicago (the Fund) was established in 1931 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 and serves approximately 4,767 active and 5,300 annuitant members.

BENEFITS ACCOUNTANT II

The Fund is seeking a Benefits Accountant II reporting to the Fund Comptroller. The Benefits Accountant II shall be responsible for the accuracy and integrity of the Fund's monthly benefit payments and all underlying payroll support functions. Working directly with the Deputy Comptroller, the Benefits Accountant II has the responsibility of maintaining and storing the Fund's Benefits Payable Database, the production of the monthly benefit payroll and all related reports, and necessary reconciliations.

Benefits Accountant II will also be familiar with the Fund's active member contribution accounting system, benefits structures, and basic benefit calculations. The Benefits Accountant II must also understand the process and underlying support for all monthly benefits payments and the inclusion of summary postings to the General Ledger.

The general position duties include (but are not exclusive):

- Benefit Payroll Production – currently 5400 members monthly.
- Pension Administration (PSA) and Payroll Database maintenance and storage.
- Accounting requirements including reconciliations and regulatory reporting.
- Direct member communications and member services representative coordination.
- Act in a leadership role to coordinate and monitor Fund regulatory and statutory compliance requirements.
- Other duties as assigned.

The qualifications for the position are:

- A bachelor's degree in business administration or accounting with full-time work experience. Payroll production experience is preferred.
- Possess a broad understanding of payroll, internal control procedures, and GASB compliance requirements.
- Demonstrate proficiency and work experience with Microsoft Office 365 Suite.
- Experience in the pension industry and or with Great Plains accounts payable systems is a plus.
- Strong math and analytical skills.
- Attention to detail, organized, able to multi-task, and meet deadlines.

The FABF provides excellent benefits to include:

- Paid Medical, Dental, & Vision Insurance
- Defined Benefit Retirement Plan with the Laborer's Annuity and Benefit Annuity Fund of Chicago
- Paid vacation, holiday, sick, and personal time.
- Opportunity for limited flexible scheduling.

The position offers a highly competitive salary which is expected to be in a broad range of \$65,000 - \$80,000 annually and will be heavily weighted on prior work experience, professional qualifications, and education.

Please send a cover letter and resume to opportunity@fabf.org. Qualifications, position specific responsibilities, and duties are subject to revision. We prefer metro Chicago candidates, but we will consider a candidate that requires relocation assistance. You may view the most up to date description of this open position, as well as additional information regarding the Fund at fabf.org.

We are an equal opportunity employer and we do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, military and/or veteran status, or any other Federal, State, or municipal legally protected classes.

Physical Requirements:

Sitting for long periods of time, standing and repetitive physical activity.

Environment:

This job operates in a professional **in-person** office environment. This role routinely uses standard office equipment.