



The Firemen's Annuity and Benefit Fund of Chicago (the Fund) was established in 1931 and is governed by 40 ILCS 5, Article 6 of the Illinois Compiled Statutes. The Fund provides retirement and disability benefits to sworn Chicago Fire Department personnel and paramedics and currently serves approximately 4,674 active members and 5,557 annuitants.

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### **DEFINED BENEFIT ANALYST / COUNSELOR I**

The Fund is seeking a Defined Benefit Analyst/Counselor who combines strong communication skills with a solid understanding of financial, actuarial, and statutory concepts. This role requires the ability to interpret pension-related regulations and apply them within a benefits administration environment.

Reporting to the Benefits Supervisor, the Defined Benefit Analyst/Counselor is responsible for ensuring the accuracy and integrity of both actual and estimated benefit calculations. This includes applying the Illinois Compiled Statutes and reviewing all required documentation and accounting processes related to participant benefits. The role also involves working directly with members to clearly explain benefit options and assist them in completing their annuity estimates and applications.

### **KEY RESPONSIBILITIES**

#### *Technical & Analytical*

- Learn to understand and calculate applicable vested benefits based on each participants' eligibility
- Perform accurate benefit calculations and estimates based on statutory requirements
- Review documentation to ensure compliance with applicable records, procedures, and regulations

#### *Systems & Process*

- Learn and utilize the Fund's existing benefit administration and document management systems
- Support the build out and implementation of a new Pension Administration System
- Serve as a beta tester, user, and trainer for the new Pension Administration System

#### *Member Engagement*

- Communicate benefit options clearly and effectively to Fund participants
- Assist participants with benefit calculations and the completion of their estimates and applications
- Provide guidance and support throughout the participants' benefit accumulation and distribution phases

#### *Collaboration*

- Work closely with internal staff, legal counsel, and actuaries to ensure accurate application of benefit rules and procedures
- Participate in special projects as needed to support organizational initiatives, including a new Pension Administration Software implementation expected to begin in 4Q of 2026
- All other tasks and responsibilities that may arise from the calculation and oversight of member benefits, member communications, and the maintenance of applicable records



### QUALIFICATIONS

#### *Required*

- Bachelor's degree in mathematics, accounting, finance, business, or related field of study
- Strong analytical and problem-solving skills
- Proficiency in Microsoft 365, with emphasis on Word, Excel, and Microsoft Copilot (AI)
- Ability to manage deadlines and work effectively within time constraints
- Ability to work independently while maintaining accountability
- Strong written and verbal communication skills

#### *Preferred*

- Experience in benefit administration or pension administration
- Experience working in a professional office environment
- Background or strength in mathematics and problem solving
- Client service oriented

### BENEFITS

The Fund offers a comprehensive benefits package, including:

- Medical, Dental, & Vision Insurance
- Defined Benefit Retirement Plan with the Laborer's Annuity and Benefit Fund of Chicago
- A Deferred 457 Retirement Plan
- Paid Time Off including vacation, holidays, sick and personal time
- Reimbursement Policy for Continuing Education, Advance Degrees, Professional Certification, and under certain circumstances existing student loans
- This job operates in a professional in-person office environment but offers reasonable flexible schedule allowances
- Opportunity for advancement as the pension administration project becomes fully integrated

### COMPENSATION

The salary range for this position is \$65,000–\$75,000 annually, based on experience and educational qualifications.

### HOW TO APPLY

Please submit a cover letter and resume information to: ***opportunity@fabf.org***. Applications will be reviewed on a rolling submission basis until the position is filled.

For more information about the position and the Fund, visit: ***fabf.org***.

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**The Fund is an Equal Opportunity Employer;  
qualified candidates with diverse backgrounds and life experiences are encouraged to apply.**