



EMPLOYEES' RETIREMENT FUND – SENIOR ACCOUNTING SPECIALIST

Employment Announcement Closing Date: Open Until Filled

SUMMARY

This position is a senior accounting level position responsible for counseling employees and determining eligibility for various retirement options according to City Code 40A.

EXAMPLES OF WORK

- Counsels both retired and active members, to include alternate payees and attorneys on the retirement options and the financial impact of their choices in order to provide accurate pension information
- Serves as a Team lead/ Subject Matter Expert (SME) to Employee Retirement Fund (ERF) Pension Specialists. Prepares information regarding retirement benefits for pension board meetings in order to process requests for benefits in a timely manner.
- Coordinates Medical Committee meetings as needed for continuations and disability applicants.
- Runs pension retirement estimates, calculations and review/ change recommended corrections to entry dates, leave continuation/without pay, and death benefits.
- Makes presentations on retirement fund issues to employee groups and board members.
- Reviews and processes applications for disability retirements, survivors' benefits and QUADROs (Qualified Domestic Relations Orders), to include communication with other City departments, health care providers, retirees, and employees on fund administration.
- Oversees preparation of annual benefits statements to active and retired fund.
- Trains other retirement fund staff in providing accurate information to fund members.
- Regular, reliable, and punctual attendance is an essential function of the job.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Thorough knowledge of provisions of the Employee Retirement Fund System.
- Knowledge of State Pension Board guidelines as they apply to City retirement funds.
- Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public. Ability to communicate effectively both orally and in writing with a wide variety of people.
- Ability to keep accurate records and maintain retirement files.

- Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.
 - Working Conditions and Hazards: Work performed under normal office conditions.
 - Effective oral/written communication skills.
 - Effective organizational skills
 - MS Office or similar software skills.
 - Must be able to interact with City departments, state agencies, attorneys, fund participants (and heirs), and interpret fund policies (to include Dallas City Ordinance Chapter 40A).
- PREFERENCE(S):**
- Spanish bilingual skills are a plus. Minimum Qualifications

Minimum Qualifications

Bachelor's degree in a business or public administration field plus four (4) years professional-level experience in one or more of the following: financial analysis; fiscal accounting or auditing; tax accounting/auditing; payroll management/accounting or pension/benefits administration. Requires effective organizational skills, oral/written communication skills and MS Office or similar software skills. Must be able to interact with City departments, state agencies, attorneys, fund participants (and heirs), and interpret fund policies (to include Dallas City Ordinance Chapter 40A).

- Eight (8) years of the required experience will qualify.
- An associate's degree or higher in an unspecified field plus six (6) years of the required experience will qualify.
- A Master's degree or higher in a business or public administration field plus two (2) years of the required experience will qualify.

APPLICATION PROCESS

Applicants interested in filling the position should submit a cover letter and to the City's NEOGOV at [Employees' Retirement Pension Fund Senior Accounting Specialist \(Non-Civil Service\) | Job Details tab | Career Pages \(governmentjobs.com\)](#)