



CHIEF COMPLIANCE OFFICER - ERF UNIVERSITY MANAGER

Employment Announcement Closing Date: Open Until Filled

SUMMARY

The Chief Compliance Officer's overall responsibility is management of the accounting, benefits, communications, finance, investments, learning & development and/or technology administration of the Employees' Retirement Fund (the FUND). Under administrative direction of the Executive or Deputy Executive Director, this position oversees the development and implementation of policies, procedures, and practices for an effective compliance program in the Employees' Retirement Fund (ERF). Reviews and evaluates compliance issues relating to the operation of ERF for its civilian employees. This includes financial reporting on a timely basis, maintaining custodial relationships, cash management, budget preparation, coordination of annual audit, and overall interface between the FUND and the City of Dallas regarding all financial transactions.

EXAMPLES OF WORK:

- Develops and periodically reviews and updates compliance policies and procedures.
- Ensures that compliance issues/concerns within the organization are being appropriately evaluated and resolved.
- Develops, implements, and conducts training processes for Employees' Retirement Fund staff.
- Reviews plan documents for compliance with State and Federal laws and regulations.
- Reviews pertinent governmental filings of the Fund's investment managers and custodian.
- Reviews investment manager contracts and investment guidelines.
- Reviews investment manager compliance with contracts and investment guidelines.
- Tracks and monitors all securities litigation where the Fund has an interest.
- Reviews and recommends documentation procedures, such as Texas laws on records management.
- Reviews internal operations as directed by the Executive staff in the areas of benefits, communications, finance, information technology, learning & development and other compliance areas deemed necessary.
- Ensures compliance with open records and open meetings State laws on behalf of the Board (Public Information Coordinator) and ERF (Records Liaison Officer).
- Manages office assistant staff.
- Regular, reliable, and punctual attendance is an essential function of the job.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

- Knowledge of laws and regulations of the agency.
- Knowledge of Federal, Internal Revenue Service, and State laws and the Texas Government Code affecting Public Employee Retirement Systems.
- Knowledge of qualified pension plans.
- Ability to read and understand documents.
- Ability to maintain and update documents.
- Ability to draft or create documents.
- Ability to use Microsoft Word, Excel, Access, and PowerPoint software programs.
- Ability to communicate effectively, both orally and in writing; ability to speak before groups.
- Ability to organize and work in a team environment.
- Ability to establish and maintain an effective working relationship with all levels of management, City officials, vendors, consultants, other government agencies, other employees, and the general public.
- High standards of ethical conduct, honesty, integrity, and acceptance of personal responsibility.

MINIMUM EDUCATION AND EXPERIENCE:

- Bachelor's degree in business, communication, accounting, finance, investment, learning & development, or information technology plus ten years' experience in management or executive leadership roles, or 15 years in management/supervisory in the areas of communication, accounting, finance, investment, learning & development, or information technology experience is required.
- CPA or other professional certification is required based on assigned duties.
- A Master's degree is preferred
- Pay shall be commensurate with experience.

APPLICATION PROCESS

Applicants interested in filling the position should submit a cover letter and to the City's NEOGOV at [Open Positions | Sorted by Job Title ascending | City of Dallas Job Opportunities \(governmentjobs.com\)](#)