



**Position:** Accounting Manager

**About the Cook County Pension Fund:** CCPF is a public employee retirement system that provides pension, disability and other benefits to employees of both Cook County Fund and the Forest Preserve Fund. The Fund strives to provide great service to the members and offer a professional work environment where employees have development opportunities to grow and learn. Please visit [cookcountypension.com](http://cookcountypension.com) to learn more about us.

**Overview:** The Cook County Pension Fund seeks an experienced Accounting Manager responsible for all areas of accounting and financial reporting of the two related pension funds. The primary focus of this role is to supervise and occasionally perform, routine accounting tasks, including benefit payment, accounts payable and receivable, payroll, review/approval of entries prior to posting transactions in the general ledger system, reconciliation and reporting. In addition, this role will be responsible for closing the books monthly and at year-end, monitoring and processing investment capital calls and developing the annual budget and periodic reporting. Must have a strong grasp of employee benefit funds, pension fund accounting and Governmental Accounting Standards Board (GASB) pronouncements. This position reports to the Deputy Executive Director.

#### **Duties and Responsibilities:**

- Supervise periodic finance operations including benefit payment process and provide support and guidance to team members.
- Supervise Accountants' activities including review of payroll, accounts payable, accounts receivable, member deposits, general ledger posting and investment manager fee payments.
- Ensure books are closed monthly including recording of investment activity from custodian and review/approval of monthly entries.
- Prepare complex bank reconciliations for benefit payment timely.
- Review and reconcile postemployment healthcare benefit payments and receipts timely
- Record and reconcile contributions timely.
- Balance monthly and annual pension benefit payments, including disability and refund payments.
- Monitor day-to-day cash inflow and outflow and escalate unusual cash activities. Prepare cash need analysis. Review and approve wire transfers.
- Reivew and approve wire transfers, initiate capital calls.
- Prepare data for 1099R forms and coordinate with vendor for printing and distribution; complete 945 tax forms.
- Assist with annual budget preparation.
- Prepare monthly administrative expense reports including budget-to-actual for board meetings.
- Prepare monthly and annual financial statements in a timely manner.
- Coordinate annual financial audit engagement with external auditor and provide necessary documentation.
- Familiarity with working with outside actuaries and reporting requirements of a public pension fund.

- Prepare Comprehensive Annual Financial Report (ACFR) and Popular Annual Financial Report (PAFR) for both funds.
- Complete various governmental agency reporting, including annual Department of Insurance filings.
- Assist other departments with various financial analysis and data requests.

This position may perform all or some of the responsibilities above and other related duties as assigned.

**Requirements:**

- Education: Bachelor's degree in accounting, with Certified Public Accountant certificate preferred.
- Experience: 5-7 years of relevant work experience, public accounting and/or defined benefit accounting experience preferred
- Other requirements: Expert in various software programs, including Microsoft Dynamics GP, Microsoft Office Suite

**Skills:**

- Identify and resolve problems quickly and efficiently
- Exhibits high attention to detail and accuracy
- Gathers and analyzes data skillfully
- Writes clearly and informatively
- Adapts well to change, including those that are deadline driven
- Highly organized with ability to multitask several different tasks at once, superb project management skills
- Ability to manage team and facilitate cross-collaboration

**Additional Information:**

This position is a full-time position which requires all work be performed onsite at the Fund office in downtown Chicago Monday-Friday, with an eight-hour workday beginning at approximately 8:30am. Employment includes participation in the pension system, along with other benefits.

Work Location: 70 West Madison, Suite 1925 Chicago, IL 60602

Compensation Range: \$90,000 - \$110,000

How to Apply: Please submit resume and cover letter to:

[careers@countypension.com](mailto:careers@countypension.com)

This position will remain open until filed and applications will be reviewed as received