

- **Position Type:**
Administration/Financial Analyst
- **Date Posted:**
5/20/2019
- **Location:**
Accounting & Retirement Services
- **Date Available:**
05/20/19
- **Closing Date:**
06/03/19

Title: Financial Analyst, Retirement Services

Position Summary:

Supports the financial operations of the Fulton County Schools Employees' Pension Fund (FCSEPF)

Duties and Responsibilities:

- Generates Monthly Retiree Payroll and Trust Reconciliations (Annuities, Deductions and Lump Sums)
- Interfaces and coordinates with Payment Processor
- Collects and processes overpayments from retirees or beneficiaries of retirees
- Processes stop payments or ACH Reversals on retirees' account
- Produces Monthly General Ledger and Credit Union Files
- Performs periodic review for accuracy and efficiency of file feeds and data between HRIS/Payroll System, Web-based Pension Administration System and Payment Processing System
- Reviews and analyzes various records and other information to accurately determine retirement benefits, benefit estimates, credit service, deferred vested benefits, disability benefits, withdrawals/rollovers, death/beneficiary benefits, refund of contributions (lump sums), cost of living adjustments (COLA), return to work and other related information.
- Prepares appropriate correspondence, follow-ups on all requests and correspondence and makes appropriate adjustments to participants' records
- Processes pension benefit calculation requests and cost calculation for creditable service purchases
- Supports the Annual Audit and Valuation Process through complex data analysis
- Researches and resolves employee questions and/or complaints in a timely manner
- Develops and maintains internal manuals for Retirement Services
- Performs quality assurance checks on retirement application, sick leave certification, and vacation payout process
- Manages web-based pension benefit calculator
- Performs other duties as assigned by the appropriate administrator

Education and Experience:**Education:**

- Bachelor's Degree in a business field required

Experience:

- Minimum 5 years of experience in a financial role required
- At least 2 years of experience in a retirement plan environment preferred

Certification/Licensure:

- None Required

Minimum Qualifications:

- Must be able to successfully manage multiple tasks, projects, and responsibilities
- Ability to apply critical thinking and complex problem solving skills in rendering solutions to various issues
- Must be able to collaborate effectively with District personnel, general public, external vendors and work with diverse groups of people
- Strong technical and analytical skills
- Exceptional customer service skills
- Excellent organizational and leadership skills
- Excellent communication skills both written and verbal
- Proficiency in Microsoft Office Products

Salary Information:**Salary Range for 2018-2019**

- \$59,432 - \$70,143
Step placement credit may be granted for up to a maximum of 8 years (Step 9) of prior verifiable experience. Salary placement with Fulton County Schools is non-negotiable. Actual salary placement will be based on Fulton County Board of Education experience calculations from the Non-Teaching Salary Schedule B-235, Executive Scale, Step 1 - Step 9.

Complete Application:

- Application (Online)
- Resume

It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity, or service. If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity, or service, contact Compliance Coordinator Ron Wade, 6201 Powers Ferry Rd, NW, Atlanta, Georgia 30339, or phone 470-254-4585. TTY 1-800-255-0135.