

## **FIREMEN'S ANNUITY AND BENEFIT FUND OF CHICAGO**

The Firemen's Annuity and Benefit Fund of Chicago (the Fund) was established in 1931 and is governed by ILCS 40, Act 5, Article 6 of the Illinois Revised Statutes. The Fund was created for the purpose of providing retirement and disability benefits for Chicago fire personnel and paramedics and serves approximately 4,630 active and 5,128 retired members, as of December 31, 2019.

### **DEFINED BENEFIT ANALYST JOB POSTING**

The Fund is seeking a Defined Benefit Analyst with a unique blend of strong communication skills, actuarial familiarity, exposure to reviewing statutory references and a history of administrative experience to serve the Fund's participants. Reporting to the Deputy Director, the Defined Benefit Analyst shall be responsible for the accuracy and integrity of actual and estimated employee benefits calculations based on an understanding of the requirements of the Illinois Compiled Statutes and all required documentation and accounting mechanisms related to the participant benefit.

The Defined Benefit Analyst position duties include:

- Benefit application processing and calculation based on a thorough knowledge of the Illinois Pension Code.
- Special project work analyzing benefit structures and payments in response to litigation, legislative changes, and informational analysis requests.
- Providing Qualified Illinois Domestic Relations Orders (QILDRO) calculations in response to a subpoena, participant request, or for retirement application processing.
- Utilization and maintenance of the Fund's benefit management system and the Fund's document management system.
- Interfacing with the Fund's actuaries to perform actuary calculations relating to benefits.
- Building and maintaining spreadsheets utilizing database input for the calculation of various types of participant account adjustments and benefits

The qualifications for the Defined Benefit Analyst position are:

- A four-year degree in accounting, finance, business or a similar discipline
- Five years of professional experience in benefit payment calculations or equivalent experience
- Five years of professional experience using Microsoft Word and Microsoft Excel
- Actuarial experience desirable but not required
- Must be able to meet deadlines within time constraints
- Must be able to work independently while being accountable to supervisors
- Must exhibit good written and oral communication skills

The FABF provides excellent benefits to include:

- Medical, Dental, & Vision Insurance
- Defined Benefit Retirement Plan
- Paid Time Off, including vacation, holidays, sick & personal time.

The position offers a competitive salary commensurate with experience and is expected to be in the range of \$65,000-\$75,000 annually depending on experience and qualifications.

Please email your resume to [info@fabf.org](mailto:info@fabf.org) by March 5, 2021. You may find additional information regarding the Fund at [fabf.org](http://fabf.org).