

RETIREMENT ACCOUNTING MANAGER

DEFINITION

Under general direction, plans, organizes and manages the Accounting and Financial Section of the City of Fresno Retirement Systems (CFRS); develops and manages financial transactions, record keeping and accounting for investments; and performs related accounting activities utilizing various accounting and pension administration systems.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Assistant Retirement Administrator overseeing Financial Services. Exercises supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

Incumbents manage accounting activities of the Retirement Office, including but not limited to general accounting, accounts payable, financial reporting, fixed assets, and retirement benefits payroll and operating trust and bank accounts. The incumbent exercises considerable independent judgment relating to the development and deployment of accounting procedures, processes and policies. This is an unclassified position in which incumbents serve at the will of the department director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Plans, organizes, manages, and reviews the work of assigned employees who conduct various accounting functions of the Retirement Systems.

Manages and coordinates the preparation of the City of Fresno Retirement Systems (Employees and Fire & Police Retirement Systems) Certified Annual Financial Reports (CAFRs), analyzes and reconciles financial data; prepares notes and implements approved auditor recommendations.

Manages and coordinates the preparation of the CFRS Realty Holding Corporation's annual financial statements and tax reporting.

Serves as the primary accounting liaison with external auditors; receives document requests from the auditor; provides the necessary materials; responds to questions from auditors during the audit process; assists in implementing and monitoring accounting related auditor recommendations.

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Manages and supervises the general ledger accounting function, including accounting for investments, benefit payments, vendor payments and receipt of employer/employee contributions for budget accountability.

Assists with the development and management of CFRS financial transactions, record keeping, investment accounting, and pension payroll processes.

Evaluates the accounting group's operations; recommends improvements and modifications; interprets and applies policies and procedures; ensures all transactions are compliant with mandated and CFRS rules and regulations.

Researches and resolves a variety of accounting issues related to general accounting, investments, securities custody, 1099 reporting, accounts payable, securities lending and retirement payroll.

Manages and participates in the preparation of the annual departmental budget and related fiscal justifications; manages the compilation of periodic financial statements as well as, expenditure, revenue and cost accounting reports for federal, state and other agencies.

Recommends accounting policies and procedures to the Assistant Retirement Administrator.

Assists in designing, analyzing, implementing and maintaining procedures and policies to regulate departmental accounting systems and management information systems; confers with data processing in the development and control of computerized accounting procedures.

Prepares fiscal year cash flow projections and updates estimates on a monthly basis to determine funding required to cover monthly benefit payroll and operating expenses.

Supervises the preparation of regular and special studies and reports.

Manages and supervises Federal and State Monthly, Quarterly and Annual Tax Withholdings reporting and compliance for the CFRS.

Conducts review of documentation related to Operational Due Diligence Reviews of Prospective Investment Management Firms and participates in on-site due diligence visits.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Professional accounting principles, techniques, and procedures relating to both pension accounting and auditing of pension administration functions.

Principles and practices of general and investment accounting policies and procedures as detailed in GASB, FASB and GAAP.

Modern office practices, procedures and equipment including computer equipment and specialized software.

Methods and techniques of researching and analyzing a variety of financial transactions involving general accounting, retirement membership data and investments.

Skill to:

Utilize computer systems and procedures, including specialized software, including but not limited to Microsoft Office, Pension Gold, QuickBooks, and Workiva relevant to work performed.

Operate a motor vehicle safely.

Ability to:

Plan, assign and coordinate the work of employees performing complex assignments relative to financial operations and office procedures.

Apply professional accounting principles, knowledge, and skills to the maintenance of complex fiscal and accounting records.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Accounting or Finance from an accredited four-year college or university or a related field; and two (2) years of supervisory experience in finance or accounting, preferably in a public sector organization or retirement system.

Special Requirement(s):

Possession of a valid license as a Certified Public Accountant issued by the State of California Board of Accountancy is desirable.

Possession and continued maintenance of a valid California Driver's License may be required for the entire term of employment in this classification.

APPROVED: (Signature on file)
Director of Personnel Services

DATE: 12/12/2019

NEW: JTC/ejk 12/10/2019