



## **Benefits Manager – Cook County Pension Fund**

### **Cook County Pension Fund**

The Cook County Pension Fund (the Fund) administers retirement, survivor, retiree health and disability benefits to employees and retirees of Cook County and the Forest Preserve District. There are approximately 19,000 active members (employees), 20,000 annuitants (retired employees and survivors of retirees). The Fund is governed by a 9-member Board of Trustees. The Fund holds investment assets of over \$13 billion as of December 31, 2023.

The Fund is administered in accordance with the Illinois Pension Code by staff from one office location. While ensuring compliance with the Illinois Pension Code, staff efforts are focused on providing outstanding service to members, efficient operations, and prudent utilization of resources. Work is conducted in a professional work environment where employees have development opportunities to grow and learn.

### **Job Description and Responsibilities**

The Fund is seeking a full-time Benefits Manager with a focus on benefit calculation that can help with the leadership of our benefits team. This position reports to the Director of Benefits Administration.

Essential Duties of the Position include, but are not limited to:

- Perform and review benefit calculations to ensure compliance with the Illinois Pension Code.
- Become an expert user of the pension administration system and diagnose and report issues or problems.
- Understand and process employer payroll files into the pension administration system.
- Interact with employer and other retirement systems to obtain required documentation.
- Work with staff to accomplish tasks, projects, and other related duties as requested.
- Support member services with any inquiries and oversight along with handling elevated situations.
- Provide support to the Director of Benefits Administration, Executive Director, and Board of Trustees as needed.

### **Job Qualifications**

- Proficiency in Microsoft Office, an ideal candidate would have experience with Microsoft Access or pivot tables and other complex functionality of Microsoft Excel.
- Excellent math skills required, actuarial or applied math background a plus.
- Experience with public pension contributions, a pension administration system, and knowledge of the Illinois Pension Code is preferred.
- Strong leadership skills and work ethic.



- Strong interpersonal skills, including the ability to work well with staff, employers, members, and outside service providers.
- Able to manage multiple assignments and possess strong organizational, analytical, and problem-solving skills.
- Strong attention to detail and good judgment.
- Bachelor's degree (strongly preferred) and/or equivalent relevant work experience.
- Able to maintain the highest level of confidentiality and integrity. Interested in learning, adapting, and supporting the efforts of a public retirement system and its members.
- Ideal candidates will have 3+ years of related experience and would have some experience with Data Management.

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 work day beginning at approximately 8:30am. Employment includes participation in the pension system, along with other benefits. This role offers the possibility of expanding into other areas if capabilities as demonstrated.

Additional Information

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

Compensation Range: \$95,000 - \$115,000

How to Apply: Please submit resume and cover letter to:  
[counselor.career@countypension.com](mailto:counselor.career@countypension.com)

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