



**Position:** Accountant

**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 in providing 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 accountant for two related pension funds. The primary focus of this role is to perform monthly recurring entries, prepare budget-to-actual report, assist in year-end close and audit, as well as assist in preparation of annual financial report and filings with regularity agencies. This position is a full-time position which requires all work to be performed in downtown Chicago Monday-Friday, 8:30am to 4:30pm. This role reports to the Comptroller.

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

- Prepare monthly journal entries including but not limited to benefit payments, investment activities, health benefits, office payroll, and payment receipts in a timely manner.
- Demonstrate ability to understand process flow to determine proper accounting of transactions.
- Prepare bank reconciliations for 4 checking accounts monthly. Resolve reconciling items in a timely manner.
- Reconcile all general ledger accounts monthly, including annuity, refund, and disability payments, as well as tax levy and contribution payments. Resolve reconciling items in a timely manner.
- Assist in performing analytics over account balances.
- Assist in producing various monthly financial statement reports.
- Assist with preparation of annual financial report, annual comprehensive financial report, and department of insurance filings.
- Prepare budget-to-actual report for board meetings.
- Assist with annual budget development.
- Prepare monthly administrative expense summary reports for Board meetings.
- Assist with complex entry preparation and posting for year-end close in collaboration with Comptroller.

- Assist with reconciling tax withholding payment for annual form 945 filings.
- Assist with annual year-end audit.
- Must be able to work independently, manage multiple assignments and demonstrate strong organizational skills.
- Serve as a backup for team members.

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

**Requirements:**

- Bachelor's Degree in accounting.
- Ability to meet established deadlines.
- Minimum of 5 years relevant work experience in a detailed public benefit fund accounting particularly in journalizing, reconciliation, and analysis.
- Proficient in Excel and in other MS 365 suite of tools.
- Familiarity with Microsoft Dynamics GP and Management Reporting software and actuarial valuations is a plus.

**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 tasks at once, superb project management skills.
- Ability to facilitate collaboration.

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

**Assessment:** the interview process will include a relevant technical skill aptitude test.

**Salary:** \$60,000 -\$70,000

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