



Senior Project and Compliance Specialist – Cook County Pension Fund

The 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 20,000 active members (employees), 20,000 annuitants (retired employees and survivors of retirees), and 19,000 inactive members of the Fund. The Fund is governed by a 9-member Board of Trustees. The Fund holds investment assets of over \$14.0 billion as of December 31, 2021.

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 Senior Project and Compliance Specialist position provides an opportunity to deliver professional support to the Executive Director of the Fund, along with Department Directors, on various initiatives of the Fund, and service essential compliance functions of the Fund. Initiatives include, but are not limited to, requests of the Board of Trustees, requests of other government agencies, financial and accounting reporting requirements, and unique and/or enhanced member service support. This position will also serve as a valuable resource in supporting compliance functions of the Fund, including requirements of the Illinois Pension Code, Open Meetings Act and Freedom of Information Act.

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

- Assist with preparing presentations, analysis or reports regarding Fund information or results through gathering, analyzing and summarizing data and information in coordination with senior management.
- Assist with Board of Trustee meeting matters, including notifications, materials distribution, documentation, and follow-up requests.
- Receive, track and assist Fund staff in preparing draft responses to Freedom of Information requests.
- Under the management of Department Directors, provide support to assigned areas on matters of compliance, special projects, or administration. Focus of assigned areas will primarily be accounting and finance matters, along with member service support initiatives.
- Documenting and updating internal controls associated with key business cycles.
- Assist with requests for proposals for non-investment vendors, including vendor contract management and renewal updates.
- Other duties as assigned.



Job Qualifications

Minimum Requirements and Skills of the position include:

- High level of proficiency in Microsoft Office
- “Hands-on” and able to work independently while prioritizing assignments with initiative
- Excellent interpersonal skills
- Able to manage multiple assignments simultaneously and possess strong organizational skills
- Creative problem-solving and analytical skills
- Strong attention to detail
- Ability to maintain the highest level of confidentiality and integrity
- Minimum of 2-3 years of related experience
- Bachelor Degree in finance, accounting or a business-related field
- Interested in learning, adapting and supporting the efforts of a public retirement system and its members

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. While performing the duties of this job, the employee is required to sit, use hands, talk and hear. The employee is occasionally required to stand, walk, reach with hands and arms and stoop, kneel, or crouch. The employee must occasionally be able to move and/or lift up-to 10 pounds. Employment includes participation in the pension system, along with other generous benefits.

Additional Information

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

Compensation: \$75,000 +/- DOQ

How to Apply: Please submit resume and cover letter to:
careers@countypension.com

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