

The Policemen's Annuity and Benefit Fund of Chicago is seeking a Comptroller that will be responsible for the following:

- Administration of all financial management and accounting functions
- Prepare annual financial statements, comprehensive annual financial report, and the annual budget.
- Execute the annual financial statement audit with external auditors.
- Oversee internal controls of financial reporting and operational business cycles.
- Provide general leadership and management support to the Executive Director on financial transactions, accounting trends and member services.
- Interaction with various City of Chicago departments and functions on financial matters.
- Address needs of Board of Trustees regarding accounting questions and related financial matters
- Oversee compilation of reporting package sent to Board of Trustees for monthly meetings.
- Provide assistance to the Executive Director on human resource issues for personnel matters, staff concerns, and office policy inquiries. .
- Oversee office staff as directed by the Executive Director.
- Understand the Fund's pension administration system, and manage accounting requirements associated with system outputs.
- Assist with special projects required by the Board of Trustees, Executive Director or Chief Investment Officer.

Candidates must possess the following requirements:

- At least ten years of managerial experience in a financial accounting role.
- At least five years of experience with financial reporting and accounting for defined benefit plans, including experience reading pension plan documents and understanding tax ramifications of pension payments.
- Experience managing a diverse workforce of at least 10+ employees
- Excellent written and oral communication skills with diverse populations
- Excellent quantitative aptitude and tenacity with details.
- Demonstrated leadership, project management and problem-solving skills.
- Ability to motivate and develop office staff through change management procedures and long-term projects.
- Must be able to handle workplace situations with professionalism, tact, compassion and diplomacy.
- Understanding of privacy requirements and ability to uphold the highest standard of confidentiality.
- Outstanding time management skills, organization, and ability to work through competing priorities with poise and confidence.
- High proficiency with Microsoft products including excel, word, powerpoint, and outlook.
- **BACHELOR'S DEGREE AND CPA REQUIRED. NO EXCEPTIONS!**

Note: This position requires a full-time presence at the Fund's office in downtown Chicago. Office hours are 8:30am to 4:30pm Monday-Friday. Flex-time, telecommuting, and/or other alternative work locations or schedules are not available. Applications will be accepted until the position is filled. Email cover letter and resume to: rtuczak@chipabf.org