

City of Dallas
Classification Specification

Title:	Senior Employees' Retirement Fund Accounting Specialist	Class Code:	20943
		Pay Grade:	K
Application:	Career Series	FLSA Status:	Exempt
Supplemental/ Code:	Administrative/ 1	Established:	10/01/94
Safety Sensitive:	AD	Revised:	10/1/2015
CDL:	No		

Position Purpose

This position is responsible for providing senior level support in making sure salary contributions, service credit time, and demographic data is received and processed through the Lawson human resource and payroll systems and accurately maintained in the Employee Retirement Fund's (ERF) pension administration system (PAS) according to City Code 40A.

Essential Functions

1. Serves as a Team lead/ Subject Matter Expert (SME) to Employees' Retirement Fund (ERF) Accounting Specialists.
2. Retrieves and processes each Bi- weekly active payroll and demographic file feeds from Lawson.
3. Calculates and compares submitted contribution amounts are in line with the required pension amounts.
4. Processes changes to tax withholdings, addresses, direct deposits and any other deductions changes prior to payroll processing.
5. Prepares Quarterly Section 415 IRS Form 941.
6. Researches and answers any questions related to the member's pension benefits.
7. Maintains the voids and 1099 reconciliation.
8. Reconciles current payroll register from the previous month.
9. Creates and maintains missing/ correction payroll excel reports on each contributing employee.
10. Reviews, recalls, and reverses contributions for deceased members to include death benefits.
11. Submits electronic files to the bank for checks and EFT processing.
12. Trains and updates ERF Accounting Specialists staff on pension fund and regulations and pension administration system (PAS) updates.
13. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Thorough knowledge of provisions of the Employee Retirement Fund or the Police & Fire Pension System.

Knowledge of State Pension Board guidelines as they apply to City retirement funds.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing with a wide variety of people.

Ability to keep accurate records and maintain retirement files.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.