Municipal Employees' Annuity and Benefit Fund of Chicago
321 North Clark Street, Suite 700, Chicago, Illinois 60654
Telephone: 312-236-4700 Fax: 312-527-0192
www.meabf.org

JOB POSTING

Job Title: BENEFITS COUNSELOR

Essential duties:

- Provide information to members by phone and in person on the rules and regulations governing the Fund regarding annuities, disability benefits, and refunds.
- Prepare calculations and draft letters to be mailed in response to annuity and refund estimate requests received by phone, mail and email.
- Interact with City and Board of Education records departments to gather work histories and verify employment status for both participants and non-participants. Review work history and past refunds; calculate the cost to establish pension credit for former service, refund repayments, military service.
- Calculate actual benefit amounts for retirement annuity (including reciprocal fund annuities) when member applies for retirement annuity; calculate surviving spouse annuity, child annuity, reversionary annuity or refund to heirs upon the member's death.
- Consult with reciprocal funds regarding other fund's service and proportional share of annuity benefit; compute annuity amount after making any adjustment for overlapping of service credit and combined annuities that exceed the maximum.
- Complete verification of deposit forms from mortgage lenders and verification of assets forms for Housing, Social Security, and Unemployment Compensation.
- Assist members with completing fund forms and applications including, membership records, retirement applications, survivor's annuity applications, refund and refund in lieu applications.

Requirements:

- Bachelor's degree from an accredited college or university. This position requires extensive in house training to acquire the comprehensive knowledge of the laws (40 ILCS 5/8) governing the Fund and other reciprocal funds.
- Excellent communication skills, both verbal and written.
- Knowledge of good customer service techniques. Ability to ascertain the needs of the clients and explain/teach new information to a wide range of personalities.
- Must have good math and analytical skills.
- Strong attention to detail. Highly organized and the ability to multi-task.
- Must be flexible, self-starter, able to work under pressure, and meet deadlines.
- PC skills including Word, Excel, Access.
- Being bilingual is a plus.

MEABF is a defined benefit plan that provides retirement and disability benefits to qualified employees of the City of Chicago and the Chicago Board of Education. MEABF is an equal opportunity employer offering an excellent benefits package.

Interested parties should submit their resume, cover letter and salary requirements to:

resume@meabf.org
Reference "Benefits Counselor" in the subject line