



Municipal Employees'
Annuity & Benefit
Fund of Chicago

*A Pension Trust Fund of the
City of Chicago*

William Canning
President
Elected

Reshma Soni
Vice President
Ex-Officio

Melissa Conyears-Ervin
Treasurer
Ex-Officio

Robert P. Degnan
Recording Secretary
Elected

Keia Yates
Elected

Sarah Boeckman
Interim Executive
Director

321 N. Clark Street
Suite 700, Chicago, IL
60654-4767

(312) 236-4700

info@meabf.org

Class Title: Accountant III

Reports to: Comptroller

Characteristic of the Class: The Accountant III position is responsible for reviewing and approving daily, weekly, and monthly transactions of the general ledger group, performing general ledger maintenance, and acting as liaison with our custodian bank (Northern Trust).

Essential Duties:

- Responsible for **reviewing and approving** the following prepared by the general ledger group:
 - Daily recording of benefit payment transaction (journal entries) which entail verifying correct account coding along with supporting documentation from the trust account.
 - Cash receipts and administrative cash disbursements
 - Monthly annuity benefit payroll journal entry
 - Monthly reconciliation of the individual annuity benefit plan and annual audit schedules prepared by general ledger group.
- Responsible for posting of journal entries, monthly reconciliation of general ledger transactions to the custodian funding and disbursements transactions, monthly investment cash entry, chart of account maintenance and monthly and annual close of general ledger system.
- Prepare monthly agenda reconciliation to general ledger FRX reports for monthly board meetings.
- Participate in annual audit by assisting with preparation of audit schedules and generating annual periodic reports from custodian bank.
- Act as liaison with custodian bank regarding employee user access for benefit payment online system (set up and removals), set up new administrative vendors on custodian web cash portal, work with member service department regarding tax levy and child support deduction on members annuity checks, review transmission file notifications and follow up with staff to make sure approvals have been complete and send out communication to staff regarding custodian bank system issues and use of VPN tokens.
- Perform all or some of the responsibilities above and other related duties as assigned.



TAKING CARE OF THE PEOPLE WHO TAKE CARE OF CHICAGO.

Minimum Qualifications, Training and Experience

Requires a bachelor's degree from an accredited college or university with a concentration in accounting. Proficient knowledge of accounting principles. Supervisory experience and 5 years of applicable work experience preferred.

Knowledge, Ability and Skills:

An effective Accountant III exhibits high attention to detail and accuracy, is proficient in Excel, organized and possesses superior time management skills. In addition to work experience, technical skills including working knowledge of Office 365, Word, Microsoft Dynamics-Great Plains, accounts payable system, experience in the pension industry and experience in working with new system implementation is a plus.

MEABF may require a relevant technical skill aptitude test from applicants.

Physical Requirements

Sitting for long periods of time, some standing and repetitive physical activity.

Environment

This job operates in a professional office environment. This role routinely uses standard office equipment (i.e., computers, phones, and photocopiers).

Salary

This position's salary ranges from **\$67,000-72,000 DOQ**.

Comprehensive Benefits

The MEABF has a generous benefits package including MEABF pension and disability benefits, medical, dental and vision plans and a 457 savings plan. MEABF is an Equal Opportunity Employer. MEABF does not discriminate due to race, color, creed, religion, sex, sexual orientation, gender and/or gender identity or expression, marital or parental status, national origin, ethnicity, citizenship status, veteran or military status, age, disability, unemployment status, or any other legally protected basis. Qualified candidates of diverse backgrounds are encouraged to apply for any vacant positions.

Interested candidates should submit a cover letter and resume to resume@meabf.org, subject line Accountant III. Applications will be accepted until 4:30 p.m., Friday, March 17, 2023.

