



FIRE & POLICE PENSION ASSOCIATION OF COLORADO

### ***Contributions Manager***

#### ***About FPPA***

The Fire and Police Pension Association was created by legislative mandate in the 1980's. Our leadership team guides us in fulfilling our mission, vision and values while achieving our strategic objectives. We administer a statewide multiple employer public employee retirement system providing defined benefit plan coverage as well as death and disability coverage for police officers and firefighters throughout the State of Colorado.

We are a small association of only 57 staff located in Greenwood Village, CO. We work hard and have a culture that supports staff to establish a well-balanced relationship between their personal needs and work commitments.

#### ***Position Summary***

We are looking for a contributions manager who has the primary responsibility for managing the association's contributions operations, specifically the areas of contribution receivables for multiple defined benefit, defined contribution and 457 deferred compensation plans.

This is a supervisory position and, as such, is responsible for the leadership, guidance, and development of subordinate team members.

#### ***Required Qualifications Summary***

- A minimum of a bachelor's degree in business administration, accounting, finance or a related field plus eight years of professional experience in roles of increasing responsibility and a minimum of two years of supervisory experience.
- Knowledge of the fundamentals of management with the demonstrated ability to successfully direct, motivate, evaluate, and develop subordinate staff.
- Excellent communication and presentation skills with the ability to communicate effectively, both orally and in writing, with a wide range of individuals.
- Ability to analyze complex problems and to research, evaluate, and resolve these problems in a timely and constructive manner.
- Ability to plan, organize and prioritize work, and to set and meet deadlines.
- Must be a team player and be able to establish effective working relationships with other supervisors, staff and division heads, and must also have the ability to encourage similar behavior in subordinates.
- A high degree of independent judgment and discretion are required in the administration of member and member entity contributions to meet the diverse needs for Operation and Benefit programs

***Salary and Benefits***

In addition to working for an organization with a phenomenal mission and positive team-oriented work environment, this opportunity offers a salary range in the \$86,000 to \$115,000 range, dependent on experience, along with a long list of benefits that include medical, dental, vision, life insurance, paid vacation, paid sick, paid holidays, short/long term disability, life insurance, and a defined benefit retirement plan through Colorado PERA.

***Additional Qualifications***

If offered this position we do conduct a full background check and drug test.

***How do you apply?***

Please send your cover letter and resume to Human Resources, [humanresources@fppaco.org](mailto:humanresources@fppaco.org).