



## FIRE & POLICE PENSION ASSOCIATION OF COLORADO

### ***Payroll Accountant***

Are you looking to be part of a company where you have opportunities to learn, grow and make a positive impact? Do you want to join a team where each employee is empowered to listen generously, speak straight, collaborate, and build each other up through mutual accountability and shared success? If you answered yes to all of the above we encourage you to apply to be our next Payroll Accountant.

#### ***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 60 staff located in Greenwood Village. 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***

The Payroll Accountant is responsible for processing monthly benefit payments to 10,000+ retirees within 200+ pension plans. The ideal candidate will demonstrate an in-depth understanding of end-to-end payroll administration, including balancing and reconciliation activities. Must desire to become a subject matter expert on the pension payment system functionality, pension plan benefit structures, accurate taxation of benefits based on IRS regulations, and tax withholding/tax reporting requirements. This position requires exceptional customer service and teamwork, attention to detail, strong analytical skills, collaboration, and process improvement while meeting deadlines in a dynamic and challenging environment.

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

To be successful in this position you will need a minimum of a bachelor's degree and five years accounting experience, preferably in payroll or payroll related environment, or equivalent combination of education and experience. Intermediate technical knowledge of Microsoft Office Suite and skills in accounting software. Experience working with defined benefit pension or defined contribution retirement plans preferred. Certified payroll professional (CPP) preferred. Demonstrated ability to plan, organize, prioritize, direct and execute work in an orderly and efficient manner. Demonstrated ability to work independently and as part of team with a minimal amount of supervision and direction. Demonstrated ability to communicate both written and verbally with others. Demonstrated ability to interact with individuals at all organizational levels. Focused on customer satisfaction.

#### ***Additional Qualifications***

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

#### ***Salary and Benefits***

The salary range for this position is \$60K - \$85K depending upon experience. Includes group medical, dental, vision, 401K, 457, defined benefit through Colorado PERA, life insurance and long-term disability.

#### ***How do you apply?***

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