

Benefits Administrator

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 65 staff located in Denver, 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

The benefits administrator assumes the primary responsibility for working with FPPA members, retirees and employer groups requesting information concerning all types of FPPA benefits as well as processing these requests. The benefits administrator initiates contact, responds to requests and provides information and education to member and non-member groups regarding FPPA benefits, services, programs and related topics.

Qualifications Summary

To be successful in this position you will need to have a minimum of 2 years professional experience in benefits administration, pension plan administration, or a related field. A bachelor's degree in business, human resources, communications or related field is preferred. We are looking for a team player who can demonstrate excellence in communication and presentation, organization, inter-department collaboration, managing multiple priorities, customer service and problem solving.

Additional Requirements

You will need to become a public notary within the 1st year of employment. All new hires are also required to pass a background and drug test.

Salary and Benefits

The salary range for this position is \$55K - \$67K 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 cover letter and resume to Human Resources, humanresources@fppaco.org.

FPPAco.org
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(303) 770-3772
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