

Contributions 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 Contributions 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 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

Performs general accounting work. Responsible for special projects including; audit data, employer reporting, reconciliations, and employer/employee data. Performs complex data entry and related operations in the examination, coding, posting and reconciliation of accounts receivable payments. Resolves cash balances and account problems; posts adjustment and other account actions. Provides excellent customer service. Performs administrative duties pertaining to various departmental matters. Exercises frequent independent judgment with agreed upon limits.

Required Qualifications Summary

To be successful in this position you will need a minimum of an associate's degree or two years of college level accounting courses; five years accounting/bookkeeping experience, preferably in the area of accounts receivable, 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. 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.

FPPAco.org
7979 East Tufts Avenue
Suite 900
Denver, CO 80237
(303) 770-3772
(800) 332-3772
(303) 771-7622 fax



Salary and Benefits

The salary range for this position is \$60K - \$80K 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.