

Senior 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 the Denver Tech Center. 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 Senior Accountant is responsible for the monthly accounting and processing of benefit payments for the FPPA defined benefit plans.

- Reviews retiree payroll transactions and reconciles discrepancies in the general ledger and pension system. Posts monthly journal entries to the general ledger for all retiree payroll activities.
- Performs account analysis and reconciliation. Reconciles retiree payroll between the pension system and general ledger and bank ACH/Check transactions.
- Participates in the timely completion of the monthly retiree payroll and accounting close process.
- Prepares and distributes various managerial reports on a monthly or quarterly basis, including financial statements and budget vs actual reporting.
- Pays administrative expenses via accounts payable on a semi-monthly basis.
- Researches the impact of new federal or state legislation related to the taxation of pension benefits or the benefit payment standard operating procedures. Supports the implementation of changes to the pension payment system or operating procedures to ensure compliance in these areas.
- Assists in the annual audit process of the FPPA financial statements and the SOC 1 Type 2 report with the external auditors and staff. Compiles the assigned schedules for review by external auditors. Provides documentation for and explanation of reports and files for external auditors. Supports internal audit activities and provides necessary data and education on internal processes. Assists in the preparation and review of the annual comprehensive financial report and the SOC 1 Type 2 report.
- Acts as the subject matter expert and/or resource to others in the area of retiree payroll. Researches, analyzes and resolves difficult or advanced technical problems or questions presented by staff, retirees, or employers.
- Serves as the Payroll Team coordinator for all benefit improvements and cost-of-living adjustments for the Volunteer Fire and Local Defined Benefit Plans to ensure timely and accurate implementation.
- Maintains the pension system to record benefits paid by Plan, including the setup of new payment items and their associated general ledger transactions to ensure accurate financial reporting.
- Recommends or participates in the development of new procedures and policies related to retiree payroll operations; assists with and coordinates implementation of approved changes within the benefit payment system; updates affected policy/procedure manuals.

- Initiates retiree payroll quality assurance reviews and effective internal controls; identifies training issues and/or problem prone processes to ensure optimal efficiency and error-free operations.

Required Qualifications Summary

To be successful in this position you will need the minimum of a bachelor's degree in accounting and a minimum six (6) years professional experience in roles of increasing in audit or accounting. Intermediate technical knowledge of Microsoft Office Suite and skills in accounting software; experience with Microsoft Dynamics GP preferred. Proficiency in payroll and accounts payable is preferred. Experience working with defined benefit pension plans desired; exposure to pension benefit taxation concepts is helpful but not required.

Must be a team player and be able to establish effective working relationships across all departments within the organization. Must be comfortable working within deadlines and be able to reprioritize work assignments based on changing needs. Should possess a high level of curiosity to learn the life cycle of pension administration, including the submittal of contributions, the calculation of benefits earned, and the payment of retirement/disability benefits.

A high degree of independent judgment and discretion are required; the ability to organize, prioritize and work with minimum supervision and within a team environment is required. Must be comfortable with detail and analysis work that requires a high degree of accuracy. Must be able to communicate both in written and verbal form with external entities.

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 \$75K - \$95K 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.