



**LABORERS' AND RETIREMENT BOARD EMPLOYEES'
ANNUITY AND BENEFIT FUND OF CHICAGO**

Benefits Data Analyst

Chicago, IL

EMPLOYER DESCRIPTION

The Laborers' and Retirement Board Employees' Annuity and Benefit Fund of Chicago ("LABF" or "Fund") was established in 1935 for the purpose of providing retirement and disability benefits to employees of the City of Chicago or the Board of Education who may be employed in a laboring capacity and to the beneficiaries of such employees. The employees of three City of Chicago retirement boards are also members of the LABF. The LABF is governed by an eight-member Board of Trustees and currently employs 21 full-time staff members. The LABF currently has over 2,400 active members and 8,000 total members with \$1.24 billion in investment assets. Please visit www.labfchicago.org for more information regarding the LABF.

JOB DESCRIPTION

The Benefits Data Analyst is part of the Calculations Team working closely with the Benefits and Payment Services Divisions of the Fund and is responsible for a broad range of employee benefit calculations, accounting, and data management and analysis functions.

Key Duties and Responsibilities

Benefits:

- Creates spreadsheets and calculations for monthly annuities and other benefits on a monthly or periodic basis
- Reviews and analyzes various payroll records and other data to accurately calculate and/or certify LABF benefits including service and salary credit, vesting requirements, retirement estimates, disability benefits, contribution refunds and other related information from start of employment through separation from employment, including final retirement
- Applies appropriate methodology for determining benefit eligibility
- Performs and/or verifies complex benefit calculations
- Collaborates with other Illinois public pension funds for the purposes of calculating combined reciprocal benefits and appropriate fund eligibility
- Determines the tax treatment for various types of annuities, refunds, and other payouts

Contribution Accounting/Audit:

- Audits and reconciles employee payroll entries with attributable contributions for the purpose of administering LABF pension benefits
- Assists with year-end closeout of member service, salary, and contributions accounting
- Reconcile with accounting system

Database:

- Performs various data mining exercises; develops and runs queries
- Assists in the development and maintenance of the Pension Benefit Management System, a proprietary database system

Other:

- Other job-related duties as assigned

QUALIFICATIONS

Education: Bachelor's Degree (minimum GPA of 3.2/4.0)

Experience: Minimum of 4 years of work experience (or equivalent) in accounting, finance, actuarial science, computer programming, database administration, retirement benefits administration, or related field. Experience performing data analysis in Microsoft Excel or utilizing other data analysis tools and/or programming in Visual Basic a strong plus.

Desired Skills and Attributes:

- Strong work ethic
- Hard-working, thorough, accurate, detail-oriented
- Ability to meticulously follow procedures
- Excellent math, analytical and problem-solving skills
- Strong computer skills with Microsoft Office and databases
- Comfortable multi-tasking and working in a fast-paced environment
- Outstanding professionalism, organization, interpersonal, written and verbal communication skills
- Ability to work within and enjoy a team environment
- Ability to identify, recommend and drive automation and process improvements

ADDITIONAL INFORMATION

Reports to: Calculations Team Lead

Work Location: 321 N. Clark Street, Suite 1300
Chicago, IL 60654
(Please note: this is not a remote position)

Compensation & Benefits:

- Base salary \$60,000 to \$65,000 commensurate with experience
- Attractive insurance benefits
- Participation in defined benefit pension plan

How to Apply:

- **Please submit resume and cover letter to careers@labfchicago.org by **May 31, 2022****
- Recent college graduates (since 2019) should provide GPA in resume or cover letter at time of application

The Laborers' and Retirement Board Employees' Annuity and Benefit Fund of Chicago is an equal opportunity employer committed to a diverse and inclusive workforce.