



Benefits Data Analyst & Developer

Chicago, IL

EMPLOYER DESCRIPTION

The Laborers' and Retirement Board Employees' Annuity and Benefit Fund of Chicago (the "LABF") 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. Employees of three City of Chicago pension funds are also members of the LABF. The LABF is governed by an eight-member Board of Trustees and currently employs approximately 20 full-time staff members. The LABF currently has over 8,000 members and \$1.1 billion in investment assets. Please visit www.labfchicago.org for more information regarding the LABF.

JOB DESCRIPTION

Under the general direction of the Staff Actuary & Senior Developer, the Benefits Data Analyst & Developer plays a key role within the Benefits Department and is responsible for a broad range of benefits-related calculations, data analysis, auditing and system development/programming functions.

Key Duties and Responsibilities:

System Development:

- Utilize all aspects and functionality of Microsoft Office's Excel, Word, and VBA programming for automation of standard procedures and reports
- Develop queries and scripts with Microsoft Server T-SQL
- Learn all aspects of legacy Pension Administration Database System, as it applies to current administration procedures; assist with developing improved processes, features and functionality
- Assist, train and mentor users with respect to all office technology and software solutions
- Serve as technical liaison between the LABF and vendors

Benefits Administration:

- Apply appropriate methodology for calculating benefits, years of service, and various service credits available to members
- Review and analyze information to accurately determine retirement and disability benefits, benefit estimates, service credit, vested benefits, refunds and other related information
- Work with other Illinois public pension funds for the purposes of calculating reciprocal benefits
- Maintain knowledge of current and proposed Illinois statutes which affect the Fund, as well as IRS-approved procedures as necessary for rollovers and other tax issues

Assist with and perform other duties as assigned

QUALIFICATIONS

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

Experience: Minimum of 3 years of work experience preferred in computer programming, database administration, defined benefit plan administration, retirement benefits administration, or related field. Experience developing database queries (particularly using SQL), performing data analysis in Microsoft Excel and/or programming in Visual Basic. Experience in the areas of actuarial science or web development a strong plus.

Desired Skills and Attributes:

- Excellent math, analytical and problem-solving skills
- Experience utilizing advanced functionality of Microsoft Office's Excel and Word, especially VBA programming for automation
- Experience with database concepts, design, and programming
- General knowledge and experience with Tax-, Accounting- and Benefits-related concepts
- Ability to envision, recommend, and drive process improvements
- Encourages and welcomes feedback for work improvement
- Ability to commit to the completion of long-term projects
- Hard-working, thorough, accurate, detail-oriented and able to see the "big picture"
- Comfortable multi-tasking and working in a fast-paced environment
- Must possess outstanding professionalism, organization, interpersonal and communication skills, both written and verbal
- Excellent organization and time management skills
- Ability to work within and enjoy a team environment

ADDITIONAL INFORMATION

Reports to: Staff Actuary & Senior Developer

Office Location: Laborers' and Retirement Board Employees'
Annuity and Benefit Fund of Chicago
321 N. Clark Street, Suite 1300
Chicago, IL 60654

Scheduling • Full-time, Monday through Friday

Compensation & Benefits: • Base annual salary of \$50,000 to \$75,000, commensurate with experience
• Attractive insurance benefits (health, dental and vision)
• Participation in defined benefit pension plan

How to Apply: • Must submit resume & cover letter to: careers@labfchicago.org
• Recent graduates (graduation date on or after January 1, 2014) must specify GPA

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