



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

## **Benefits Analyst II**

**Chicago, IL**

### **EMPLOYER DESCRIPTION**

The Laborers' and Retirement Board Employees' Annuity and Benefit Fund of Chicago ("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. 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](http://www.labfchicago.org) for more information regarding the LABF.

### **JOB DESCRIPTION**

The Benefits Analyst II works closely with the Benefits and Payment Services Divisions of the LABF and is responsible for a broad range of calculations of benefits, analysis, and accounting functions.

### ***Key Duties and Responsibilities***

#### ***Benefits-Related:***

- Reviews and analyzes payroll records, the Illinois Pension Code, and other data and information to accurately calculate LABF benefits including service and salary credit, vesting requirements, retirement calculations, disability benefits, and contribution refunds
- Applies appropriate methodology for determining and calculating benefit eligibility and retirement annuities
- Collaborates with other Illinois public pension funds for the purposes of calculating combined reciprocal benefits
- Uploads various datasets into Pension Benefit Management System
- Determines the tax treatment for various types of annuities, refunds, and other types of payouts
- Performs reviews of various benefit calculations

#### ***Contribution Accounting/Audit-Related:***

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

***Database-Related:***

- Performs various data mining exercises and data analysis

***Other duties as assigned***

**QUALIFICATIONS**

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

***Experience:*** Minimum of 3 years of work experience (or equivalent) in accounting, finance, actuarial science, computer programming, database administration, retirement or other benefits calculations, 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. Pension fund experience strongly preferred.

***Desired Skills and Attributes:***

- Strong work ethic
- Thorough, accurate, detail-oriented with the ability to see the "big picture"
- Excellent math, analytical and problem-solving skills
- Strong computer skills
- Comfortable multi-tasking and working in a fast-paced environment
- Outstanding professionalism, organizational, interpersonal and 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**

***Work Location:***

In Office:

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

***Compensation & Benefits:***

- Base salary \$55,000 to \$60,000 commensurate with experience
- Attractive insurance benefits
- Participation in defined benefit pension plan

***How to Apply:***

**You must submit resume and cover letter to**

**[careers@labfchicago.org](mailto:careers@labfchicago.org) to be considered for this position.**

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.*