

## **Alameda County Office of Education**

**JOB TITLE: Retirement Accountant** (Range 19 CSEA)

### **JOB SUMMARY :**

Under the direction of the Controller, Internal Business Services, provides complex accounting support and technical assistance in the maintenance, reporting, reconciliation, and remittance of the California State Teachers' Retirement System (STRS) and the California Public Employees' Retirement System (PERS) member contributions for the Alameda County educational agencies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Receives, audits, and reconciles STRS and PERS monthly retirement reports submitted by Alameda County educational agencies; consolidates and submits combined reports to STRS and PERS.

Compiles, reviews, and prepares financial analyses for staff and educational agency use, including but not limited to year-end and variance reports.

Creates, interprets, and coordinates updates to operating, instruction, and procedures manuals.

Investigates and works independently with local educational agencies to resolve retirement reporting issues to ensure legality, proper authorization, and compliance with relevant legal, procedural, and reporting requirements.

Reviews STRS and PERS audit report findings and follows up with Alameda County educational agencies on the resolution of audit exceptions.

Reconciles, balances, tracks, and maintains records according to prescribed accounting procedures.

Ensures the timely and accurate payments of retirement reporting and payroll taxes.

Establishes and maintains retirement, accounting, and payroll records in accordance with regulations.

Receives from Alameda County educational agencies and the PERS and STRS agencies changes in procedures; resolves reporting issues.

Provides technical support and assistance to Alameda County educational agencies to resolve all exceptions related to retirement reporting (such as proper coding, contribution rate, amount, creditable earnings, and service credit).

Serves as a resource to active employees and retirees related to retirement system matters (such as membership, eligibility service credit, refunds, and other requirements); researches and provides routine and specialized information.

Develops and conducts individual and group workshops and/or training for Alameda County educational agencies regarding retirement system regulations, proper recordkeeping procedures, and reporting requirements.

Verifies and processes cash journal transfers for the estimated and final retirement contributions for Alameda County educational agencies.

Operates internal retirement information systems.

Performs other responsibilities as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE OF:**

Retirement systems for ACOE.  
Computer software and data processing applications related to accounting and payroll.  
General accounting principles and procedures.  
Applicable STRS and PERS laws, codes, regulations, policies, and procedures.  
Modern office practices, procedures and equipment including microcomputer, calculator, typewriter, copier, and fax machines.  
Effective oral and written communication skills.  
Correct written and spoken English.  
Effective interpersonal skills.  
Department operations and policies.

**ABILITY TO:**

Audit and reconcile STRS and PERS reports.  
Compile information and prepare and maintain various records and reports.  
Serve as a technical resource to personnel concerning assigned retirement functions.  
Meet schedules and timelines.  
Prepare and maintain a variety of electronic, automated, and manual records, files, and reports.  
Interpret, apply, and clearly communicate complex laws, policies, and procedures.  
Understand and follow oral and written instructions.  
Compose correspondence  
Operate standard office equipment including computer and assigned software.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION and/or EXPERIENCE**

Associate's degree in a related field or equivalent; three (3) years related experience with increasing responsibility in retirement systems, payroll, accounting, and administration; or equivalent combination of education and experience.

**Desirable:** Two (2) years experience with California STRS and/or PERS retirement agencies' reporting systems and previous work in a school district or county office of education.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as regulations and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide using whole numbers. Ability to compute rate, ratio, and percent and to create and interpret graphs. Ability to comprehend and implement financial mathematics related to school finance.

### **REASONING ABILITY**

Ability to apply retirement, payroll, and accounting knowledge to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually quiet.

**Approved By:** Personnel Commission  
**Approved Date:** February 19, 2009