

## **Chicago Teachers' Pension Fund Job Description**

**Job Title:** Chief Financial Officer  
**Department:** Executive  
**Reports To:** Executive Director  
**Grade:** 16  
**Salary Range:** 115K-169K  
**FLSA Status:** Exempt  
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### **SUMMARY**

Under the administrative direction of the Executive Director of the Fund, directs the activities of the Accounting and Benefits departments and serves as chief financial advisor for accounting, audit, finance and tax activities. Performs related duties as required and specified by the Executive Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Plans, coordinates, directs, and evaluates the financial operations of the Accounting, Benefits, Internal Audit, and Payroll Audit departments, within the framework of a team effort and principles of authority, responsibility and accountability.
2. Develops concepts and a philosophy that guides the fiscal operations of the Fund.
3. Oversees and directs the preparation of all financial reports, including the annual report.
4. Develops and administers overall Fund budget and long range financial planning activities; provides financial management and planning guidance to the Executive Director.
5. Exercises general supervision over departmental programs and projects, including general ledger, investment, payroll, internal audit, employee and employer contributions, tax and other related disciplines.
6. Participates as an active member of the management group by contributing to policy formulation, program development, and organizational planning, and by close communication and cooperation with other group members.
7. Implements Fund objectives and trustee policies by integration of thought, attention to details, priority ordering, and the consideration of information systems, cost factors, and resources.
8. Appraises the organization's financial position and issues periodic reports on organization's financial stability, liquidity, and growth.
9. Directs and coordinates the establishment of budget programs.
10. Analyzes operational issues impacting departments and the whole institution, and determines their financial impact.

**SUPERVISORY RESPONSIBILITIES -**

Controller  
Wage and Payroll Audit Supervisor  
Benefits Supervisors  
Quality Control Specialist  
Special Projects-Admin Asst.

**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.

**EDUCATION and/or EXPERIENCE** - Bachelor's degree is required. Any major or concentration is accepted, but accounting major is strongly preferred.

CPA and/or MBA strongly preferred.

Must have management experience in a senior level accounting position.

Must have comprehensive knowledge of actuarial practices.

Must have experience managing a comparable number and nature of direct / indirect reports.

Must have at least 10 years of increasing responsibilities in an accounting position.

Experience in financial reporting and issues related to investments is strongly preferred.

Must have exceptional communication skills, and the ability to present information in an understandable manner to all types of internal and external groups.

Must have excellent interpersonal skills, the ability to relate to all levels of the organization as a representative of senior management.

**SPECIAL SKILLS** - Extensive knowledge of financial systems, planning, and operations. Familiarity with organizational budget and long range financial planning methods, procedures and techniques. Thorough knowledge of management techniques, principles, and practices as they relate to public pension fund and local government operations; considerable knowledge of the principles of cash management and investments, debt issuance, generally accepted governmental and commercial accounting principles, data processing capabilities and applications; knowledge of pension fund organizations, their structures, law, and history; knowledge of decision-making techniques; ability to utilize supervisory techniques to assign, review, and appraise the work of staff members; ability to apply city, state, and federal laws, regulations, policies, and procedures as they related to pension fund financial operations ability to apply financial management principles to achieve ability to communicate understandably and convey technical budget and fiscal information to commissions, boards, other agencies, and the general public; ability to represent the Fund in meetings, conferences, and public and news media inquiries; ability to establish and maintain harmonious working relationships; and ability to prepare complex reports that are accurate and understandable.