



ERICK RUSSELL
TREASURER

State of Connecticut
Office of the Treasurer

SARAH SANDERS
DEPUTY TREASURER

Pension Fund Accountant
\$94,781.00-\$121,619.00 Annually

In the Pension Fund Management Division of the Office of the State Treasurer, the Pension Fund Accountant is responsible for investment accounting, controlling, and recording investment activity by applying knowledge and analysis of professional accounting principles for the various retirement funds and related asset classes.

Responsibilities

Working under the limited supervision of a Principal Investment Officer or Investment Officer, the Pension Fund Accountant performs specialized duties in the analysis of investment securities, including monitoring, analyzing, and interpreting data on investment transactions pertaining to a particular asset class or retirement fund. This role is accountable for highly complex accounting functions, general ledger, balance sheet, financial statements, and journal entries providing assurance that the pension assets are safeguarded. The Pension Fund Accountant prepares relevant financial reports, monitors account reconciliations between portfolio managers and master custodian bank, audits and reconciles all financial data, and performs related duties as required. The Pension Fund Accountant may also lead lower-level employees as assigned.

Minimum Qualifications

- A Bachelor's degree in business administration, finance, accounting, economics, statistics, or a closely related field; AND Four (4) years of experience working in an asset manager, pension, or endowment environment performing investment-related functions.
- Knowledge of public and private markets investment practices.
- Understanding of valuation of investments, fee calculation, cash flow monitoring, compliance reporting, risk analysis, analytical skill, oral and written communication skills.
- Considerable ability to utilize computer software.
- Knowledge of broad practices of investment procedures and investment terminology.
- Knowledge of investment accounting principles and practices.
- Excellent oral and written communication skills.
- Considerable ability to prepare graphs, charts and related statistical diagrams.

Preferred Qualifications

- A master's degree in accounting and holds a professional designation of Certified Public Accountant or Certified Internal Auditor.
- Significant accounting and operations experience (a minimum of four (4) years of experience) coming from another pension plan/endowment, fund administrator, custodian or consultant with a background in investment accounting.
- Demonstrated experience of professional accounting principles and practices including knowledge of governmental accounting standards and Public and Private markets investment accounting concepts.
- Proven track record of preparation, analysis and evaluation of financial statements, notes to financial statements, and other accounting records and reports.
- Strong organizational experience keeping multiple work streams moving concurrently.
- Demonstrated ability in working independently, problem solving, identifying, and recommending process improvements and solutions.
- Demonstrated strong attention to detail and advanced technical skills.
- Expertise in public-sector and private-sector (general partnership) accounting environment including GASB financial reporting, accounting rules and processes.
- Experience with Investment Valuation processes.
- Demonstrated experience with alternative investments capital call and distribution process, ensuring that all transactions are processed timely and accurately.
- Experience with the Private Markets partnership quarterly fee reporting process which includes the tracking of ILPA fee templates and other fee documents as well as the analysis and reporting of fee data.
- Experience with transaction reconciliation process for private markets partnerships as reported in the official books and records to the general partners' capital account statements.
- Demonstrated experience with the reconciliation of cash flows, calculating and verifying Market Values, IRR and TVPI between consultants, administrators, and consultant.
- Demonstrated experience with investment concepts, strategies, styles, and statistical concepts, methods and models, and their application to investments.
- Effective written and verbal communication skills, including preparing and delivering professional correspondence, reports, and presentations.

To Apply

Please send your résumé and cover letter to recruiting.ott@ct.gov.

NOTE: Selection for employment is contingent upon the satisfactory completion of reference checks. This position is an appointed position that serves at the pleasure of the Treasurer.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

