

The City Pension Fund for Firefighters and Police Officers in Pembroke Pines supports our first responders by providing knowledge of their retirement benefits and excellent customer service to the members of our Plan. We need someone who matches that passion.

We are looking to add one person to our small team to streamline the flow of work. The schedule would be part-time but could become full-time once the applicant passes the probationary period. The Office Coordinator should possess strong organizational and clerical skills with a sound work ethic.

The list of enumerated duties is a sampling of the minimum requirements. Additional duties may be delegated as the need arises.

#### Essential Functions:

##### Daily Duties

- Greets and announces visitors
- Answers phones and directs calls to appropriate team member and/or relay messages accurately
- Collects and addresses incoming mail accurately and timely
- Regularly interacts with clients and will help resolve client concerns
- Tracking deadlines, especially noting due date on open ticket items

##### Monthly Duties

- Keeping bills paid and current
- Prepares for monthly Board meeting which includes distributing agendas, setting up videoconferencing and maintaining meeting minutes
- Keeps supplies stocked and organized
- Creates folders for each member maintaining the categories within the filing system
- Clean and organize network files that are in heavy rotation

##### Quarterly Duties

- Prepares certificates of insurance
- Inputs data for account reconciliation
- Coordinates with plan auditor and actuary on various items for reporting
- Communicates with investment managers for quarterly presentations and other needs

We work closely and depend on each other, while leaving room for creativity in a workplace that we hope feels like home. The City Pension Fund provides generous time off policies and competitive pay and a benefits package which includes employer-matched 457 program. If you think you are the right person for us, we'd love to hear from you.

#### Requirements:

- Minimum High School diploma or equivalent
- Pension/Retirement experience preferred
- Fluent in Quickbooks and Adobe Acrobat Pro

Any candidate being considered for the position will need to submit to a criminal and credit background check. Please send resumés to [rachel@pinespensiononline.com](mailto:rachel@pinespensiononline.com) no later than August 19, 2023.