



55 Water Street, New York, NY 10041
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Teachers' Retirement System of the City of New York

Job Vacancy Notice

Civil Service Title: Assistant Retirement Benefits
Level: 00
Functional Title: Accounting Associate
Title Code: 40491

Salary Range: \$41,389 - \$55,839 (Annual)
Location: 55 Water St. NY, NY
Department: Accounts Receivable

Job Description:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

The Teachers' Retirement System of the City of New York (TRS) is a public pension fund that provides New York City educators with retirement, disability, and death benefits. TRS was established on August 1, 1917, to replace the existing New York City Teachers' Retirement Fund. TRS is currently the second largest New York City pension system. We are also one of the largest pension plan sponsors in the United States, with over 200,000 active and inactive members, retirees, and beneficiaries.

The Accounts Receivable Work Unit Processes incoming payments sent to TRS. These payments include:

- QPP and TDA loan payments.
- Funds transferred from other New York public retirement systems.
- Service purchase payments.
- QPP payments from transferred contributors.
- Reimbursement checks for payments in cases when a retiree is restored to active service or when a member dies.
- QPP and TDA contributions from Charter School employees.

The work unit compares the number of checks received with the number of checks processed and reports this information to the Production Reporting and Operational Performance Measures area. The work unit also handles reversals of Electronic Fund Transfer (EFT) transactions and deposits returned checks after members die. Additionally, it collects overpayments made to TRS members and reconciles TRS' cash account and G/L. Collect and monitor the employer contribution from FISA, CUNY and Charter Schools. Collect the Employees contribution and reconcile against payroll tape to ensure the correct fund received and insure that all data are posted correctly to member's account. Investigate deductions posted to Accounts Payable and either post to member fund balance or send for refund.

Responsibilities:

The selected candidate will:

- Review and process loan checks to satisfied member's loans accurately and timely
- Deposit all the checks to Chase Banking Web, review and process the rejection items on iTelecash for the lock box loan payments.
- Process the reconciliation of the monthly G/L reports against the Cash Receipt Batches to guarantee the proper posting of the cash receipt to the various G/L accounts.
- Reconcile monthly Cash Receipts against the Comptroller's Office monthly report to ensure all cash was received and recorded.

Competencies:

- Competencies:
- Drive for Results
- Analytical Thinking
- Learning Agility

Minimum Qualification Requirements:

1. An associate degree or completion of 60 credits from an accredited college, including or supplemented by 9 credits in mathematics, statistics, accounting, and/or actuarial science; or
2. A four-year high school diploma or its educational equivalent and two years of satisfactory full-time experience performing mathematical, statistical, actuarial or accounting computations in one or more of the following: a) a retirement or employee benefits plan; b) customer service in a financial institution; and/or c) in a position requiring the application of laws, rules and regulations and the use of statistical, actuarial or similar tables; or
4. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. College education may be substituted for experience in "2" above on the basis that 30 semester credits from an accredited college may be substituted for each year of required experience. However, all candidates must possess a four-year high school diploma or its educational equivalent and either 9 semester credits
5. in mathematics, statistics, accounting and/or actuarial science from an accredited college or one year of experience as described in "2" above.

Residency Requirements:

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

EEO/Reasonable Accommodation and Diversity Statements:

At TRS we celebrate diversity and are committed to creating an inclusive environment for all employees. We are an Equal Opportunity Employer and do not discriminate based upon race, religion, color, national origin, ancestry, age, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

The Teachers' Retirement System of NYC offers reasonable accommodation during the application process for qualified individuals with disabilities. If you need assistance during the application or interview process and in completing new hire paperwork to accommodate a disability, please email requests to: HRInquiry@trs.nyc.ny.us. TRS also offers reasonable accommodation during employment in accordance with federal, state and local laws.

Qualified persons who have been certified as disabled and eligible to participate in 55-a program may apply. All applicants must meet the minimum qualification requirements.

To Apply: If interested, please apply using the following methods.

City Employees: Employee Self Service (ESS). www.nyc.gov/ess.

All Other Applicants: www.nyc.gov/careers/search.

Search for Job ID#: 531640

Dated: 5/11/2022 **Posted Until:** 5/16/2022