

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT
(FINANCIAL SERVICES, TAXATION & CORPORATE CONTROLLER DIVISION – PAYROLL & PENSIONS
SECTION – LOCATION – 28 JAMES ST. N.)

PENSIONS ANALYST - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Pension Analyst, maintain employee and retiree pension records, perform accounting and pension functions associated with OMERS, HWRF, HMRF and Transit pension plans in accordance with legislation, employer policies and Collective Bargaining Agreements.

GENERAL DUTIES

Maintain confidential records such as employee and retiree pension benefits.

Conduct pre and post retirement consulting for employees.

Receive and answer enquiries from staff, other departments, pensioners, financial institutions and government agencies.

Calculate pension benefit payments, pension refunds and remittances.

Compose correspondence, compile statistics.

Control and reconcile pension benefit payments.

Liaise with Actuaries, Plan Administrators and Pension Committees.

Prepare journal vouchers for pension deductions and remittances.

Complete forms such as pension benefit applications, cheque requisitions, pension enrolment and beneficiary benefits.

Process termination, retirements and death claims.

Input, manipulate and retrieve pension data.

Balance and remit pension contributions.

Analyze and reconcile general ledger accounts to payroll system.

Prepare pension benefit statements.

Calculate, verify and analyze employee contributions, credited service and pensionable earnings.

Verify, adjust and balance pensioners' Revenue Canada T4A Information Slips.

Interpret pension plan text and legislation.

Make presentations at retirement seminars.

Recover shortfalls in pension deductions.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated knowledge of accounting procedures and principles at an intermediate level normally acquired through a combination of education and related work experience.
2. Must possess a developed understanding of business accounting concepts and have an aptitude in mathematics.
3. Knowledge of Pension legislation and/or OMERS Pension Plan Administration preferred.
4. Must have an intermediate level of working knowledge in Microsoft Office (Outlook and Word).
5. Must have an advanced level of knowledge in Microsoft Excel. Must be able to create spreadsheets and manipulate data within multiple spreadsheets using various advanced excel functions, formulas and features.
6. Must possess good communication skills, both written and verbal.
7. A high degree of sensitivity and confidentiality is required.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
