

Richmond Retirement System

**RRS**

*Building your financial future*

## **Controller**

### **Job Description**

Salary range: \$90,000 - \$126,450

#### ***Position and Duties:***

The Richmond Retirement System (RRS) oversees a defined benefit and defined contribution plan(s) and has oversight responsibility for \$575 million of institutional investments. RRS is governed by an independent Board of Trustees, issues its own Comprehensive Annual Financial Report (CAFR) and has its own independent auditors separate from the City of Richmond. The Controller directs, manages and trains staff on all fiscal matters associated with RRS and assists the Executive Director, Board and supporting team with carrying out the mission and goals of the RRS.

Manages the fiscal unit staff within the Richmond Retirement System (RRS), which includes training, evaluating work, counseling, disciplining and recommendation(s) for hiring and termination. Monitor, evaluate and implement staff development plans to achieve results.

Plans and directs the fiscal activities of the RRS. Maintains complete financial records for the RRS and participates in the formulation and implementation of policies and regulations.

Coordinates month-end and year-end general ledger close processes as well as independently audited year-end financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP).

Meets with management to discuss operational and financial concerns.

Manages the external audit function and works directly with the external auditors on the CAFR. Implements GASB Pronouncements.

Directs the preparation of a wide variety of regular and special financial reports.

Coordinates tax reporting requirements.

Develops the System's Quarterly, Annual and Biennial Operating Budget and monitors compliance with adopted operating budget.

Develops and monitors methods for disbursing retirement benefits in accordance with the City Code.

Establishes and monitors a system for timely and accurate payment of all accounts payable, including operating and various investment expenses.

Maintains and develops internal controls over the System's assets.

Establishes and monitors controls to ensure the accuracy of the retirement plan's membership and contribution data.

Coordinates the System's annual actuarial valuation.

Oversees all operational aspects of institutional investment accounting. Working with the Executive Director, manages a cash flow process into and out of the System's investments for capital calls, fundings and disbursements.

Recommends, monitors and oversees cash liquidity levels to ensure the appropriate amounts of cash are available to meet pension and other obligations.

Develops suggestions for process improvements related to the membership database and retirement payroll.

Working with the Department of Information Technology, manages the technology needs of the department.

***Qualifications, Special Certifications and Licenses:***

Bachelor's Degree in Business/Accounting or related field.

Experience working in a complex financial organization with includes experience with financial systems, general ledgers, financial statement preparation, footnote implementation, MD&A, managing audits and external financial reporting. Candidate must have at least three years of supervisory experience and five years of overall financial experience.

CPA license preferred.

Send a cover letter and resume to [kia.johnson@richmondgov.com](mailto:kia.johnson@richmondgov.com)

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