

ORGANIZATION	Saint Paul Teachers' Retirement Fund Association
TITLE	Controller
REPORTS TO	Executive Director

Saint Paul Teachers' Retirement Fund Association (SPTRFA) is a defined benefit pension plan that provides retirement benefits to 13,210 members. The Plan pays more than \$120 million in annual benefits to retirees and survivors. Plan assets of \$1.1 billion are invested globally through managers in equities, fixed income, real estate and alternative investments. A 10-member Board of Trustees governs the Plan, and a staff of six experienced professionals administer the Plan.

POSITION PURPOSE

SPTRFA's Controller oversees and manages the finance and accounting operations of the Plan. Serving as a fiduciary, you will ensure the financial stability, growth, and compliance of the pension fund. You will work closely with the Executive Director, staff, Board of Trustees, service providers, and other stakeholders to develop and implement finance and accounting strategies that align with the objectives and obligations of the Plan.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Prepare financial statements, investment reports, and other regulatory reporting for internal and external stakeholders.
- Collaborate with auditors and actuaries to complete annual audited financial statements and actuarial reports.
- Prepare annual budgets and financial forecasts.
- Balance cash flows to meet monthly obligations and allow excess reserves to be invested.
- Monitor the investment portfolio to ensure compliance with investment policy.
- Continuously review processes and controls, then develop and implement improvements.
- Ensure compliance with applicable local, state and federal laws and regulations.
- Build and maintain strong relationships with internal and external stakeholders, including board members, trustees, investment managers, and custodians.
- Works closely with fund accountant, who handles routine accounting transactions.

KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's degree in finance, accounting, or a related field (Master's degree preferred).
- Professional certification such as CPA (Certified Public Accountant) or CFA (Chartered Financial Analyst) is highly desirable.
- Minimum 10 years of experience in pension plan administration, accounting, finance operations, or as an actuary.
- Strong knowledge of accounting principles, investment management, and regulatory compliance.
- Familiarity with actuarial concepts and pension plan regulations is an asset.
- Excellent analytical, strategic thinking, and problem-solving skills.
- Communication and presentation abilities, simplifying complex topics for diverse audiences.

Compensation commensurate with experience. Benefits include SPTRFA defined benefit plan, deferred compensation match, and medical, dental, vision, life, and disability insurance.