



# ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND

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## BOARD MEMBERS

### Scott Bowers

*Participant Representative  
Peoria, IL*

### Lee Catavu

*Participant Representative  
Aurora, IL*

### Paul Swanlund

*Participant Representative  
Bloomington, IL*

### Daniel Hopkins

*Beneficiary Representative  
Collinsville, IL*

### Mark Poulos

*Beneficiary Representative  
Rock Island, IL*

### Michael Inman

*Municipal Representative  
Macomb, IL*

### Debra Nawrocki

*Municipal Representative  
Elgin, IL*

### Phil Suess

*Municipal Representative  
Wheaton, IL*

### Vacant

*Illinois Municipal League  
Representative*

## CAREER OPPORTUNITY

**Job Title:** Controller  
**Location:** Peoria, Illinois  
**Date:** April 17, 2026

### ABOUT IPOPIF

The Illinois Police Officers' Pension Investment Fund ("IPOPIF") was created by the Illinois Legislature and signed into law by Illinois Governor JB Pritzker on December 18, 2019. The law, Public Act 101-0610, provided for the mandatory consolidation of the investment assets of the state's public safety pension funds into two investment funds – one of which is for police. The consolidation of the investment assets of the 357 Article 3 downstate and suburban police pension plans into one statewide investment asset pool created a single trust fund with an estimated \$15.3 billion in assets, as of January 2026.

IPOPIF is seeking outstanding applicants for the position of Controller, which is a newly approved position in the Finance section of the Fund.

The Controller position is a necessary role and responsibility for the Fund to ensure the proper stewardship of the financial affairs of the Fund, including the preparation of timely, accurate, reliable, and transparent finance reporting.

The Controller reports directly to the Executive Director of the Fund, and the position will be in the Peoria, IL office.

The IPOPIF is overseen by a 9-member Board of Trustees, eight of whom are elected by the Article 3 police pension fund active or retired members and municipalities. One trustee is appointed by the Governor of Illinois.

Currently, the IPOPIF has a full-time staff of eleven employees supplemented by contract professionals including investment advisors and legal counsel with an administrative budget of \$5,653,574 for Fiscal Year 2026.

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456 Fulton Street, Suite 402, Peoria, IL. 61602

(309) 280-6464 [www.ipopif.org](http://www.ipopif.org)



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The IPOPIF office is in Peoria, Illinois. It is expected that the Controller will maintain an office schedule primarily from this office location.

Additional information about the IPOPIF is available on the website at [www.ipopif.org](http://www.ipopif.org).

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

1. The Controller works with the accounting team in the day-to-day operations of the Fund, assists the Investment team as necessary with financial and accounting functions, and assists the Executive Director with establishment and implementation of the Strategic Planning goals and objectives. Ensures that accurate posting and management reporting of its fiscal records is accomplished.
2. Recommends and implements appropriate internal financial controls to safeguard the physical and financial assets and ensure the accuracy and completeness of the Fund's financial results and works closely with the external auditor.
3. Oversees the preparation and proper submission of the financial reports, budget reports, and other reports for the Board of Trustees, the Audit and Budget Committee, and other entities, including but not limited to:
  - a. Annual Comprehensive Annual Report (ACFR) including researching, reconciling, and reporting, and interacting with the external auditors, investment team, investment custodian, investment consultant, and legal services providers.
  - b. Fiscal Year budget, mid-year budget review, IPOPIF monthly financial statements, warrants, and related financial reports.
  - c. Agreed Upon Procedures process and reports.
  - d. Materials and reports for the Board of Trustees and Audit and Budget Committee.
  - e. Performing a wide range of fiscal analysis, financial projections, and special studies to ensure the mission of IPOPIF is accomplished.
  - f. Regulatory submissions to the Illinois Department of Insurance.
  - g. Preparation and distribution of forms required by the Internal Revenue Service for vendors and employees (Forms W-2, 1099-NEC, etc.)
  - h. Statements provided to Article 3 police pension funds.
4. Develops responses to all internal and external accounting audit findings, recommends, and ensures corrective actions are implemented.
5. Works with other finance and administrative team members assisting Article 3 police pension funds with their financial and accounting transactions and requirements, with particular focus on cash management.
6. Reviews information provided by the Fund's custodian, reconciles to recordkeeping reports, and prepares for submission to regulatory agencies.



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7. Makes presentations to the Board of Trustees, the Audit and Budget Committee and stakeholders of the IPOPIF.
8. Establish and maintain working relationships with members of the Board of Trustees of the FUND, stakeholders of the FUND, public officials, staff, consultants, and others encountered in the course of work.
9. Ensures that the Executive Director and Chief Investment Officer are continuously informed regarding the financial, accounting, and reporting of the Fund's financial information.
10. Oversees the general ledger and all accounting software and serves as the technical expert of all accounting transactions.
11. Oversees staff payroll and accounts payable, ensuring all related recordkeeping, reporting and payments are completed in a timely and accurate manner.

### **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to understand, interpret and apply provisions of Federal, State, and local regulations and policies including Governmental Accounting Standards Board, Governmental Finance Officers' Association and American Institute of Certified Public Accountant pronouncements.
2. Knowledge of accounting and auditing principles, theories, and procedures applicable to the control of various accounting systems.
3. Knowledge of actuarial principles and accounting standards as related to pension systems.
4. Functions and reporting of a custodial bank.
5. Computer applications and hardware related to the performance of the essential functions of the job.
6. Ability to identify and define actual and potential issues or concerns pertaining to the accuracy and integrity of accounting and fiscal data, use sound and logical judgement, and make effective decisions to develop resolutions.
7. Demonstrates integrity when applying accounting and management principles and practices, managing custodial relationships over large amounts of money and funding, ensuring the validity and acceptance of accounting and fiscal data, and resolving discrepancies in the accounting of money or funds.
8. Work independently under little or no supervision.
9. Establish and maintain cohesive working relationships with public officials, vendors, supervisors, staff, consultants, Article 3 Fund members, and others encountered in the course of work with a focus on excellent customer service.
10. Ability to communicate effectively in English orally and in writing.
11. Institutional investment experience is desired but not required.
12. Familiarity with Thomson Reuters Accounting CS software is preferred but not required.



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### **JOB QUALIFICATIONS:**

1. Graduation from an accredited university or college with a bachelor's degree in finance, accounting, or auditing, business, or related field of study preferred, and
2. Certified Public Accountant (CPA) certification is preferred but not required.
3. Certified Internal Auditor (CIA) certification is preferred but not required.
4. Seven to ten years of experience in government, public accounting or auditing, pension fund administration, or an investment management institution.
5. Experience working in professional services or public pension industry.
6. Highly proficient in Microsoft Office Suite including Outlook, Word, Teams. and Excel.
7. Highly detail-oriented and self-motivated.
8. Strong organizational skills
9. Any combination of education, training and/or experience that could likely provide the desired knowledge and abilities.

**APPLICATION INSTRUCTIONS:** To apply for this opening, please submit your resume and cover letter to Megan Holford at [mholford@lauterbachamen.com](mailto:mholford@lauterbachamen.com) with the subject line IPOPIF Controller position.

**EOE**

**M/F/D/V**