



# ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND

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### **Brad Cole**

*Illinois Municipal League  
Representative  
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## CAREER OPPORTUNITY

**Job Title:** Senior Accountant/Auditor  
**Location:** Peoria, IL  
**Date:** February 16, 2024

### **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 involved downstate and suburban police pension plans into one statewide investment asset pool will create a single trust fund with an estimated \$11.0 billion in assets.

IPOPIF is seeking outstanding applicants for the position of Senior Accountant/Auditor. Under the direction of the Chief Financial Officer/Assistant Executive Director, a Senior Accountant/Auditor performs a variety of specialized and responsible duties related to the day-to-day accounting or auditing activities, performs highly responsible and complex work, maintenance, and review of fiscal, financial, and participant pension fund records; and other work as required.

The Senior Accountant/Auditor will perform a variety of specialized and responsible duties related to the day-to-day accounting activities perform highly responsible and complex work, maintenance, and review of fiscal, financial, and statistical records.

### **Essential job duties:**

- a. Serve as lead contact for all audit-related functions and procedures.
- b. Coordinate audit-related procedures performed by external service providers on participant pension funds (approximately 120 per year), including troubleshooting communications with participant pension funds.
- c. Review all reports of Independent Certified Public Accounting firms.
- d. Review information provided by the Fund's custodian, reconcile to recordkeeping reports, and prepare for submission to regulatory agencies.
- e. Review and perform verification procedures on information submitted by participant pension funds relevant to cash management procedures.
- f. Prepare general ledger entries and reconcile with supporting records.
- g. Perform bank reconciliations.
- h. Assist with preparing monthly and annual financial statements.
- i. Maintain timely payment of bills and invoices.
- j. Initiate wire transfers to support administrative and investment operations.
- k. Assist with annual external audit.
- l. Prepare government-required reports and filings.
- m. Maintain accounting or auditing software used by IPOPIF.
1. Prepare written reports with recommendations on audit findings and follows up on the status of findings and recommendations.
- n. Review and report on effectiveness and adequacy of internal control systems.

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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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### Position Qualifications:

- a. 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
- b. Certified Public Accountant (CPA) certification is preferred but not required.
- c. Certified Internal Auditor (CIA) certification is preferred but not required.
- d. Seven to ten years of experience in government, public accounting or auditing, pension fund administration, or an investment management institution.
- e. Experience working in professional services or public pension industry.
- f. Highly proficient in Microsoft Office Suite including Outlook, Word, Teams. and Excel.
- g. Highly detail-oriented and self-motivated.
- h. Strong organizational skills
- i. 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 Senior Accountant/Auditor position.

**EOE M/F/D/V**