The Los Angeles County Employees Retirement Association
Is Accepting Applications for the Position of

ADMINISTRATIVE SERVICES OFFICER
( BUDGET/FINANCE)

WHO WE ARE
LACERA administers and manages the retirement fund for the County of Los Angeles. We are the largest county retirement system in the United States, with approximately $57+ billion in assets, serving 156,000 members and more than 54,000 benefit recipients.

LACERA's membership is composed of individuals from a diverse range of careers, age groups, and ethnicities—all contributing to the greater welfare of Los Angeles County.

LACERA is an independent governmental entity, separate and distinct from the County of Los Angeles. Its fiduciary responsibility is to promote, enhance, and efficiently administer a financially sound retirement and healthcare benefits program through prudent investment and conservation of plan assets.

MISSION
Produce, Protect, and Provide the Promised Benefits

VALUES
Professionalism, Respect, Open Communication, Fairness, Integrity, and Teamwork
ABOUT THE POSITION

This position is part of the Administrative Services Division Management Team and provides both technical and administrative supervision to administrative generalists.

The Administrative Service Officer — Budget/Finance coordinates and manages LACERA’s overall budget processes related to LACERA’s Administrative Budget, LACERA Retiree Healthcare Budget, and the Other Post-Employment Benefits (OPEB) Budget. Responsibilities include developing policy recommendations, budget guidelines, and preparation instructions; conducting full range of complex and sensitive studies and analysis related to budget development and management; collecting and preparing data; developing financial forecasts and trend reports; making recommendations and presentations to LACERA’s Executive Office and Boards; planning, organizing and supervising the work of others; and performing related work as assigned.

We are searching for an individual who is innovative, motivated, and passionate, and can enhance the effective management and professionalism of the Administrative Services Division. This position influences and interacts with all levels of the organization, from line staff to our highest-level executives.

SELECTION REQUIREMENTS

Five years of experience in a general administrative staff or specialized staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, facility planning, budget, or risk management.

- OR-

Two years of experience at the level of Administrative Assistant III, LACERA.

DESIRABLE QUALIFICATIONS

Budget/Finance:

- Demonstrated experience supervising, planning, organizing, and directing the work of staff responsible for budget preparation and monitoring.
- Demonstrated experience performing financial, statistical, and comparative analyses of budgetary documentation, and making sound conclusions and recommendations.
- Experience and knowledge of accounting, financial forecasting, and budgeting principles and practices.
- Experience and knowledge of direct and indirect cost allocation rules and methodology used to forecast costs, variance reporting, and cost maintenance.
- Demonstrated experience developing policies and procedures governing work operations.
- Demonstrated experience analyzing complex problems, evaluating alternatives, and implementing creative recommendations for solutions to problems, procedures, and programs.
- Strong interpersonal, written, and verbal communication skills, to include making effective oral presentations and preparing clear, concise, and complete written reports.
- Demonstrated project management experience, including working on several assignments simultaneously, setting priorities, meeting deadlines, and working independently within established guidelines.
- Ability to establish and maintain effective working relationships with those contacted in the course of the work.

ANNUAL SALARY

$99,486.00–$150,580.20

BENEFITS

LACERA offers a comprehensive benefit package that includes medical and dental coverage; 401(k), 457(b), and defined benefit pension plans; retirement healthcare benefits; paid holidays; annual leave; a tuition reimbursement program; and rideshare incentives.

HOW TO APPLY

Apply online at www.lacera.com and click on the Careers link.

Be sure to add @lacera.com to your email address book and to the list of approved senders to prevent email notifications from being filtered as spam or junk mail.

FILING START DATE

Applications will be accepted starting Tuesday, November 17, 2020. The recruitment will remain open until the needs of LACERA are met and may close without prior notice.

LACERA is an equal opportunity/ADA-compliant employer.