



## **MEMBER SERVICES BENEFIT ANALYST**

Orange County of Employees Retirement System

Santa Ana, California

Salary: \$79,885.00 - \$115,833.00 annually

Plus an Excellent Benefits Package.

**OPPORTUNITY:** OCERS is seeking a Member Services Benefit Analyst. Under general supervision, the Member Services Benefit Analyst will report directly to the Member Services Manager and will supervise team members performing financial transactions, customer service processes, and information systems or transactional quality assurance reviews. The Member Services Benefit Analyst is expected to uphold the highest standards of accountability, integrity, professionalism, superior service, and system efficiency. The ideal team member will perform work to ensure that OCERS follows a comprehensive system of operational internal controls to minimize risks and sustain overall system compliance.

**EDUCATION AND/OR EXPERIENCE:** Bachelor's Degree from an accredited college or university in Accounting, Business, Public Administration, Economics or a closely related field which may include elementary, intermediate and advanced accounting, auditing, or other business-related courses; AND three (3) years of professional-level defined benefit plan administration, accounting, or internal auditing experience with demonstrated knowledge and abilities; OR seven (7) years of professional-level defined benefit plan administration, accounting, or internal auditing experience with demonstrated knowledge and abilities.

**HOW TO APPLY:** Interested candidates are encouraged to apply immediately as this recruitment may close at any time. Only on-line applications with completed supplemental questionnaires will be accepted. For additional information about this opportunity and to apply, you may visit the OCERS website at: <https://www.ocers.org/careers-ocers>. OCERS, as an Equal Employment Opportunity employer, encourages applicants from diverse backgrounds to apply.