Job Title: Quality Assurance Analyst	Department: Accounting
Reports to: Chief Financial Officer	Effective Date: 02/12/2020

Job Summary:

The Quality Assurance Analyst examines and analyzes members' records to determine accuracy and audits the Benefit calculations, assessing compliance with the Plan Document and other applicable standards and guidelines while ensuring appropriate payments are issued. For internal controls and as a separation of duties this position is part of the Accounting department auditing the Benefits Department files and is the liaison between the Benefits and Accounting department.

Duties/Responsibilities:

- Responsible for auditing all benefit calculations relating to Retirements, DROP, QDRO's, Disability, Refunds/Termination of Service, Estate Settlements, Death/Survivor Benefits, Service Purchases, etc.
- Reviews, manages and facilitates remediation on errors.
- Validates forms and supporting documentation.
- Works collaboratively with the Benefits team.
- Proofreading outgoing Member Correspondence for precision.
- Running Control and Benefit Changes Reports to ensure data was entered correctly.
- In control of Accounting/Payroll checks and log.
- Organize files for Board approval for completeness and transfers to Accounting Payroll for processing.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Integrity, discretion and respect for confidential information.
- Extremely detailed oriented.
- Strong organizational and project management skills, including the ability to plan, prioritize and execute multiple initiatives/deadlines autonomously and shift priorities as necessary. Able to manage large, complex projects. Uses time effectively.
- Excellent communication (verbal and written), interpersonal and professional interactive skills are necessary to perform at a high degree of proficiency.
- Capable of working with internal staff from other departments in a proactive and constructive manner.
- Ability to understand and execute all relevant policies and procedures in a consistent, timely and objective manner. Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.
- Adaptive to daily demands and adjust priorities as directed by management.

Education and Experience:

- Bachelor's degree required, Accounting preferred.
- Three years of related experience preferred.

Supervisory Responsibilities:

- None

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Salary and Benefits:

Salary will be commensurate with education and experience. Our benefits package includes defined contribution retirement plans (401a and 457), health, dental, life, short- and long-term disability insurance, health savings accounts, paid vacation, holidays, sick time, and free parking.

The Dallas Police & Fire Pension System provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.