Job Title: Office & Administrative Coordinator	**Department:** Administrative
Reports to: Executive Director	**Effective Date:** November 2026

Job Summary:

The Dallas Police & Fire Pension System is seeking an Office & Administrative Coordinator to provide advanced administrative support to the leadership and to oversee day-to-day office operations. Responsibilities include payroll, invoice and wire transfer processing, investment fee tracking, records management, open records requests, regulatory reporting, Board meeting support and minutes, travel coordination, and publishing the Annual Comprehensive Financial Report (ACFR). Work is performed under limited supervision with moderate latitude for initiative and independent judgment.

Duties/Responsibilities:

- Provide high-level administrative support to the Executive staff and Trustees.
- Process biweekly payroll and maintain employee personnel, leave, and payroll records.
- Oversee records management, including the retention schedule, offsite storage, and the organization and completeness of the electronic archive.
- Maintain master policy and procedure documents and contract files.
- Ensure compliance with required reporting to the Texas Pension Review Board (PRB), the Minimum Educational Training (MET) program, the City of Dallas, and ensure the Required Public Information content on DPFP's website is up-to-date.
- Arrange Board and staff travel accommodations for education and meetings; process related expense reports, prepare Future Education & Business-Related Travel list, other documents for Board meetings.
- Monitor and coordinate the completion of Open Records requests.
- Manage, reconcile, and safeguard DPFP credit cards and Business ExtrAA accounts.
- Review and approve invoices from benefit carriers and other vendors for accuracy prior to payment.
- Initiate and track Investment team wire transfers with appropriate documentation and controls.
- Track investment management fees for accuracy and compliance with contractual terms.
- Maintain investment manager reports and correspondence; notarize, scan, and archive documents.
- Prepare and post Board agendas and materials; coordinate catering and logistics; greet attendees.
- Draft minute summaries, certified agendas, and minutes; prepare Minute Books for signature and post to DPFP's website.
- Design, format, and publish the Annual Comprehensive Financial Report in collaboration with staff.
- Draft correspondence and design other organizational materials.
- Oversee general office operations, including supplies, the central file room, kitchen, and common areas, and plan staff events and holiday functions.
- Serve as the primary contact for office-related matters and coordinating with vendors.
- Coordinate workplace emergency preparedness as Fire Warden, including designing safety resources, assembling staff emergency kits, and managing team rosters during drills or incidents.
- Serves as the backup for the HR & Board Operations Manager.
- Perform other related duties as assigned.

Required Skills/Abilities:

- Integrity, discretion, and respect for confidential information.
- Organizational, time management, and multitasking skills required.
- Follows through on commitments; is reliable, conscientious, and dependable.
- Extremely detail-oriented.
- Strong project management skills, including the ability to autonomously plan, prioritize, and execute multiple initiatives/deadlines and shift priorities as necessary.
- Excellent grammar, spelling, and punctuation.
- Ability to write clear, professional, and accurate letters and reports.
- Ability to communicate tactfully and courteously with members, staff, and others.
- Ability to assess and direct phone calls.
- Ability to understand and execute all relevant policies and procedures consistently, timely, and objectively.
- Strong analytical and problem-solving skills.
- Adaptive to daily demands and adjust priorities as directed by management.
- Experience with QuickBooks.
- Extremely proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and ability to learn new or updated software quickly.

Education and Experience:

- Associate degree or equivalent required.
- Four years of related experience preferred.

Supervisory Responsibilities:

- None

Work Environment:

- Full-time, non-exempt position (40 hours per week), Monday–Friday 8 AM to 5 PM at DPFP's office: (4100 Harry Hines Blvd. Ste. 100 Dallas, TX 75219)
- 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 retirement plans (mandatory Texas Municipal Retirement System cash balance defined benefit plan and voluntary 457 deferred compensation plan administered by Voya), health, dental, vision, life, short- and long-term disability insurance, health savings account (HSA), flexible spending accounts (FSA), health reimbursement account (HRA), paid vacation, holidays, sick time, personal leave, and free parking.

Interested parties should email their resume to *resume@dpfp.org. Please include "Executive Assistant" in the subject line.*

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.