

HELP WANTED –BENEFITS SPECIALIST (ACCOUNTS PAYABLE)

The Police Retirement System of St. Louis is currently taking applications for the position of Benefits Specialist (Accounts Payable). The System administers the pension benefits of all active and retired police officer-members of the City of St. Louis Police Division, as well as any surviving spouses and dependents of those officers.

This position is responsible for: assisting and processing applications for disability retirement benefits on behalf of police officers; processing payments to third-party service providers and vendors; assisting the System's auditors with quarterly and annual audits; tracking expenses and assisting in the preparation of the System's annual budget; and other tasks assigned by the Executive Director. A full Job Description can be found on the System's website, www.stlouisprs.org, on the drop-down menu for "Opportunities" at the link "Job Description – Benefits Specialist (Accounts Payable)."

The successful candidate for this position must be able to multitask in a variety of areas, including collecting and tracking medical records; working with accounts payable; estimating line item expenses in preparing an annual budget; scheduling appointments; and communicating with the public. Must be mathematically proficient. Must be proficient in organizing and maintaining accurate records and preparing periodic reports. Excellent computer skills necessary. Familiarity with line item budgets, a plus.

Salary will be commensurate with level of experience, but starting salary would be within the range of \$36,000 - \$39,000 annually. City of St. Louis residency is not required.

Individuals applying for this position should complete an Application for Employment, including a current résumé, and furnish it to the Police Retirement System in either of the following ways:

E-mail Application and Résumé to:

mark.lawson@stlouisprs.org

Be sure to include in the "Subject" line of the e-mail the words "Benefits Specialist."

OR

Send the Application and Résumé via U.S. Mail to:

Mark Lawson
Police Retirement System of St. Louis
2020 Market Street
St. Louis, MO 63103