

### POSITION DESCRIPTION

Last Name VACANT	First Name	MI	Personnel Number
---------------------	------------	----	------------------

Job Title Sr Invmt Acct	Job Code R9305	Working Title Sr Invmt Acct	Position Number 50271768
----------------------------	-------------------	--------------------------------	-----------------------------

Department State Employees' Ret Sys	Organization SR Invmt Cont Div	Organization Code 4040
--	-----------------------------------	---------------------------

Supervisor's Last Name Engle	Supervisor's First Name Linda	Supervisor's Job Title Asst Chf Fin Ofr SERS	Supervisor's Pos Number 00110434
---------------------------------	----------------------------------	---	-------------------------------------

Start Time	End Time	Hours/Week	Days Worked (Check all that apply)							Explain any schedule variations:
		37.5	S	M	T	W	T	F	S	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Position Purpose:** Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

Independently directs and controls the complex investment accounting and reporting operations of the Office of Finance and Administration's Investment Control Division (ICD). The primary responsibility of ICD is to timely and accurately analyze, classify, and report all investment transactions for the Pennsylvania State Employees' Retirement Fund. This is one of the largest public pension funds in the nation, with multi-billion dollars in assets. The security holdings of the pension fund are diversified across various asset classes, which include: domestic and international equities (stocks); domestic and international fixed income (bonds); short term securities and commercial paper; direct and pooled real estate holdings; domestic and international private equity limited partnerships; currency hedging portfolios; swaps and futures. There are over 450 separate contracts with external investment managers to manage the diversified and complex investment holdings. This position works closely with the Master Trust Bank (MTB) to ensure accuracy of all investment reports and transactions.

**Description of Duties:** Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

1. Direct and control, independently, the complex investment accounting and reporting operations of the Office of Finance and Administration's (OFA) Investment Control Division (ICD).
2. Direct and supervise a staff of professional positions that perform the functions within the investment reporting and investment accounting operation within ICD.

3.Perform independent detailed analysis of all investment custodian/manager reconciliation and research all material variances to make required adjustments to finalize the accounting and reporting of SERS' investment portfolio accounts for year-end accounting closing and financial statement reporting.

4.Perform analytical reviews of investment information to ensure accuracy, completeness, and consistency of information and authorize final release of same information to be reported in year-end financial statements, budget submission to the legislature, and interim financial statements, Asset Allocation Report, monthly regulatory filings, and Board reports.

5.Draft the most complex investment related notes to the financial statements in compliance with Government Accounting Standards Board (GASB) and review all invested related notes prepared by staff.

6.Function as the data steward for the Portfolio Analytics Concentration Engine (PACE) investment data warehouse. This requires the individual to work closely with staff from Investment Office, Office of Information Technology, investment consultants, sub-custodian, investment managers to manage contract, coordinate training and system upgrades, reconcile all PACE data to the MTB data, and develop new reports in response to various data requests from system users.

7.Perform an independent calculation and analysis of the investment performance reported by the Investment Office and independent investment consultant for each manager, asset classes and total portfolio composite.

8.Work with Treasury and the Investment Office in developing the requirements for the Treasury contract with the Master Trust Bank and monitor the MTB performance to insure that it is in compliance with contract terms.

9.Monitor the accuracy of investment data retained in other systems such as Private I, BNY Mellon's Workbench, and Mellon Analytical System.

10.Monitor pension and securities industry activity as it relates to investment accounting and reporting to understand and assist in the analysis and execution of new pronouncements to ensure SERS compliance with guidelines.

11.Perform non-routine audits on investments managers as needed.

12.Assist in special projects assigned by the Board, Executive Director, and/or the Chief Financial Officer.

13.Ensure all investment regulatory filings are completed in an accurate and timely fashion (TIC from S, BE 80 and 82, others as necessary).

14.Coordinate the receipt and response to all financial information requests from external and

internal parties, which includes, Right to Know requests, Budget Office requests for updates to Official Statements which are submitted to SEC in conjunction with Bond Issuings, requests from the legislature and Governor's Office, and media request.

15. This position functions as an alternate member in the Business Continuity Plan team in the event of disaster.

16. Perform subordinates' work consistent with operational and organizational requirements.

17. Performs the full range of supervisory responsibilities.

18. Performs other related duties as assigned.

**Decision Making:** Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: *In response to a customer inquiry, this work involves researching the status of an activity and preparing a formal response for the supervisor's signature.*

As Division Chief, this position performs independently non-routine and all routine tasks within guidelines. Work is reviewed by the Assistant CFO for effectiveness through conferences and periodic examination of reports and other completed outputs. Independent decisions are made regarding accounting and reporting of unusual investment transactions, new investment strategies, and insuring proper controls are in place to safeguard assets and properly report financial and investment data in coordination with the MTB, Investment Office, and Treasury. Feedback is provided to supervisor. New employees in this position are expected to enter this position with the industry knowledge and skills required to direct the division. Any system and procedure knowledge unique to the ICD will be self-taught and gained through daily interactions with staff and engagement with the issues. The employee under this position typically performs most work duties independently. Supervisory guidance is given in difficult, new or unique situations through daily interaction between supervisor and employee. Work is continually generated by operation of the Treasury, Investment Office, Investment Managers, Master Trust Bank, and other agency offices. Periodic review is made of certain transmittals, reports and other documents to ensure conformance with accepted standards. Additional assignments are made as required.

**Requirements Profile:** Identify any specific experience or requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the position. Position-specific requirements should be consistent with a Special Requirement or other criteria identified in the classification specification covering this position. Example: *Experience using Java; Professional Engineer License*

**Licenses, registrations, or certifications:**

1. N/A

**Essential Functions:** Provide a list of essential functions for this position. Example: *Transports boxes weighing up to 60 pounds.*

1. Supervise staff within ICD
2. Perform independent detailed analysis of investment data

3. Function as investment data warehouse data steward
4. Perform independent analysis and recalculation of investment performance
5. Monitor pension and securities industry
6. Prepares various schedules and reports
7. Ensure all investment regulatory filings are made
8. Communicate effectively, oral and written
- 9.
- 10.



COMMONWEALTH OF PENNSYLVANIA  
invites applications for:

## Senior Investment Accountant

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

---

**SALARY:** \$81,371.00 - \$129,779.00 Annually  
**JOB TYPE:** Non-Civil Service Permanent Full-time  
**DEPARTMENT:** SL State Employees' Retirement System  
**LOCATION:** Dauphin County  
**OPENING DATE:** 06/19/18  
**CLOSING DATE:** 07/03/18 11:59 PM

**BUREAU/DIVISION:** Investment Control Division

**WORKSITE ADDRESS:** 30 North Third Street

**CITY:** Harrisburg, Pennsylvania

**ZIP CODE:** 17101

**CONTACT NAME:** Katie Mathews

**CONTACT PHONE:** 717-237-0242

**CONTACT EMAIL:** kmathews@pa.gov

### THE POSITION:

If you possess strong finance acumen and leadership skills, are a whiz with spreadsheets, have a keen analytical eye, live for details, and enjoy the challenge of making information reconcile, then we invite you to apply!



The Pennsylvania State Employees' Retirement System (SERS) manages approximately \$29 billion in assets and we're looking for someone to oversee the accurate analysis, classification, and reporting of investment transactions. This position is for a Senior Investment Accountant serving as Chief of our Investment Control Division.

### DESCRIPTION OF WORK:

In this role, you'll have the opportunity to direct and supervise a staff of accounting professionals engaged in the agency's investment reporting and investment accounting operations. Our security holdings are diversified across various asset classes, which include: domestic and international equities (stocks); domestic and international fixed income (bonds); short term securities and commercial paper; direct and pooled real estate holdings; domestic and international private equity limited partnerships;

currency hedging portfolios; swaps and futures.

To view the full position description, visit [www.sers.pa.gov](http://www.sers.pa.gov) and select the Jobs link on top right of page.

### **REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:**

One year as an Investment Accountant; or Five years of professional accounting or auditing experience which includes two years of professional investment accounting or investment auditing experience, and a bachelor's degree supplemented by eighteen credits in accounting; or An equivalent combination of experience and training which includes two years of professional investment accounting or investment auditing experience, and a bachelor's degree supplemented by eighteen credits in accounting.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.employment.pa.gov>

Position #N-2018-17910  
SENIOR INVESTMENT ACCOUNTANT  
BO

OUR OFFICE IS LOCATED AT:  
613 North Street  
Harrisburg, PA 17120

[jobs@pa.gov](mailto:jobs@pa.gov)

An Equal Opportunity Employer

---

### **Senior Investment Accountant Supplemental Questionnaire**

- \* 1. Have you worked for at least one full year as an Investment Accountant with the PA State Employees' Retirement System?
  - Yes
  - No
- \* 2. What is your highest level of education?
  - Master's degree or greater
  - Bachelor's degree
  - Associate's degree
  - No degree
- \* 3. What is your degree in? (List all, or if no degree, list N/A.)
- \* 4. Do you have at least 18 credits in accounting from an accredited college or university?
  - Yes
  - No
- \* 5. How many years of professional investment accounting and/or investment auditing experience do you have?
  - 5 + years
  - 2 years - Less than 5 years
  - 1 day - Less than 2 years
  - No experience
- \* 6. Briefly explain your investment accounting/auditing experience.
- \* 7. How many years of experience do you have supervising professional-level staff?
  - 5 + years
  - 2 years - Less than 5 years

1 day - Less than 2 years

No experience

\* 8. Have you attached/uploaded a copy of your cover letter and resume?

Yes

No

\* 9. This position is located in Dauphin County, Harrisburg, Pennsylvania. The employer will not pay for relocation, housing, or travel expenses. Are you willing to work in and commute to this location?

Yes

No

\* Required Question