

SBCERS Compliance Officer

Position Description

Under general direction, plans, organizes, oversees, and coordinates the operation of the Santa Barbara County Employees' Retirement System (SBCERS) compliance function; sets compliance direction and develops strategies and action plans; reviews pension compliance developments and assesses compliance risks; recommends and participates in the development and implementation of compliance, goals, objectives, policies and priorities; recommends and administers policies and procedures; performs compliance fieldwork and oversees the performance of consultants hired to perform complex audits, and performs related duties as required. The SBCERS Compliance Officer is a professional management position. The position is responsible for serving as a technical advisor to the SBCERS Chief Executive Officer and General Counsel and reports periodically to the SBCERS Board of Retirement Operations Committee on matters related to SBCERS operational and fiscal compliance.

Example Duties

- Prepare an annual compliance risk assessment and present a related work plan to the Board of Retirement Operations Committee.
- Perform payroll compliance reviews of plan sponsors to ensure the accurate reporting of compensation and membership to SBCERS as well as general employer compliance with CERL requirements.
- Perform compliance reviews of the SBCERS pension and financial administration systems to validate internal controls and assess the accuracy of data maintained.
- Provide advice and consultation to System staff on internal controls and process development.
- Works with legal counsel to determine applicable standards for CERL and IRS regulatory compliance.
- Monitors progress toward and assists in the resolution of identified compliance issues.

The Ideal Candidate

The ideal candidate will possess a bachelor's degree in business, accounting or actuarial sciences and prior experience working at a defined benefit retirement plan. The Preferred candidate will be a licensed certified professional accountant (CPA) or an Associate of the Society of Actuaries (ASA).

Estimated Salary: \$120,000 – \$140,000 (pending review by County Human Resources)