

**CITY OF PONTIAC, MICHIGAN  
GENERAL EMPLOYEES' RETIREMENT SYSTEM  
FINANCE OFFICER**

**GENERAL POSITION DESCRIPTION:**

The Finance Officer is highly motivated, organized and able to handle multiple projects at once. Under the direction of the Executive Director, the Finance Officer serves as the chief accounting officer of the Retirement System. Candidates must have significant experience in the accounting cycle through financial statement preparation and be able to prioritize and accomplish goals within allotted timeframes, work independently and investigate and/or document complex matters. Candidates should have a thorough knowledge of public retirement systems and GASB accounting standards and will need to understand fundamentals of investment management, human resources management and actuarial principles. The individual will be responsible for the evaluation and implementation of an integrated accounting system, oversee member services activities and provide administrative support and advice to the Board regarding fiscal management and financial controls.

**EDUCATION & EXPERIENCE:**

This position requires a Bachelor's degree from an accredited college or university in accounting, finance or business and a minimum of at least three years' experience in accounting, public pension or benefits administration or finance.

The City of Pontiac GERS offers a rewarding career that provides a competitive pay and benefits package, work-life balance and the opportunity for professional growth and development. Compensation is commensurate with education and experience.

A copy of the job specifications is available on our website: [www.pontiacgers.org](http://www.pontiacgers.org)

Mail resumes and salary requirements to: City of Pontiac General Employees' Retirement System, Attn: Executive Director, 2201 Auburn Rd., Suite B, Auburn Hills, MI 48326.