

# SENIOR PENSION SPECIALIST

**Organization:** The Civil Service Superannuation Board

**Location:** Winnipeg, Manitoba

## **Description:**

Focusing on our members and their future is at the heart of everything we do at the Civil Service Superannuation Board. We are one of the largest pension plan administrators in Manitoba with over \$9.7 billion in assets and approximately 50,000 members from over 40 different public sector employers.

The Civil Service Superannuation Board (CSSB) has the fiduciary responsibility for the administration of the pension plan and the administration of the investment funds in the best interest of present and future employees, pensioners, and beneficiaries.

## **The Opportunity:**

The Senior Pension Specialist provides analysis and recommendations on legislative, administrative, and strategic issues.

- Interpret and apply legislation, plan documents, and administrative policies to ensure the regulatory compliance of plans administered by the CSSB. Monitor and analyze legislative and regulatory developments that impact pension plans. Assist in the development of any required or desired legislative changes.
- Guide the calculation of member events such as retirement, termination, death, and relationship breakdown. Investigate and remediate complex administrative issues.
- Ensure that all calculations developed by CSSB for internal use are accurate, up to date and consistent with CSSB's policies and applicable legislation.
- Assist in the development and implementation of pension system changes requests.
- Support team members in the testing, implementation, and ongoing quality control of changes to the pension system.
- Prepare data required for actuarial valuations, projection valuations, experience studies and other projects as necessary.
- Liaise with external actuarial firms in the periodic audit of administrative calculations and assist with the periodic internal audit of plan member activities.

## **Why CSSB?**

We provide a collaborative team environment that is family-friendly and supports work-life balance. We strive to provide an inclusive, equitable and accessible environment that ensures that everyone feels valued and respected.

In addition to a strong compensation package, we also provide an exceptional benefit plan including:

- A defined benefit pension plan
- Comprehensive dental, vision, and drug coverage
- Excellent vacation accrual
- Sick, compassionate, and family related leave
- Health spending account
- Fitness membership allowance
- Casual dress code
- Support for ongoing professional development.

To learn more about the CSSB visit our site at <https://cssb.mb.ca/>

**Requirements:**

**Qualifications and Experience we are looking for:**

- University degree in business, actuarial science, or mathematics or equivalent.
- Successful completion of at least 3 SOA exams preferred.
- Experience working with defined benefit pensions plans in the pension industry.
- Broad knowledge of multiple areas of Canadian pension plan management including governance, financial reporting, communications, design, administration, regulatory compliance, audit, and funding.
- Ability to lead, motivate, and support the development of a team.
- Excellent communication skills with the ability to interpret actuarial concepts for a non-technical audience.
- Strategic thinker who is curious, stays current with new developments and can think “outside the box”.
- Advanced MS Excel skills.

**Please submit your resume to: [dpro@cssb.mb.ca](mailto:dpro@cssb.mb.ca)**

**Closing Date:** Applications must be received by November 18, 2022.

**Only those candidates selected for further assessment will be contacted.**