



Pension Analyst

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 Civil Service Superannuation Act and the administration of the investment funds in the best interest of present and future employees, pensioners, and beneficiaries.

The Opportunity:

The Pension Analyst is responsible for providing high quality administration of the day-to-day and year end processes and procedures for the pension plan and maintenance of member data files.

- Prepare and review reciprocal transfer calculations and correspondence, and update member accounts.
- Prepare and review service purchase calculations and correspondence, and update member accounts.
- Review member data and process termination calculations and letters.
- Prepare and review calculations and reporting of pension adjustments (PA), past service pension adjustments (PSPA) and pension adjustment reversals (PAR).
- Post contribution remittances to employer accounts and buyback payments to member accounts.
- Assist in the annual year-end process of reviewing and validating the data, reconciling contributions, and corresponding with participating employers to resolve any issues.
- Process death benefit calculations and payments.
- Identify when a change is required to existing programs (ie. change in legislation, change for efficiencies, etc.), submit programming request to make the change and ensure proper testing is conducted to approve the request.
- Provide back up in processing new entrants and termination refunds.
- Perform other projects as assigned.

Why CSSB?

We provide a collaborative team environment that 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:

- University degree in business, actuarial science, or mathematics or equivalent is preferred.
- Experience working with defined benefit pensions plans.
- Mathematical proficiency is required.
- Demonstrated ability to organize work, meet priorities and to work within a demanding work schedule.
- Ability to work both independently and as part of a team.
- Ability to analyze and resolve problems.
- Demonstrated proficiency in MS Office, including Word and Excel.

Please submit your resume to: dpro@cssb.mb.ca

Closing Date: Applications must be received by December 2, 2022.

Only those candidates selected for further assessment will be contacted.