

# Fiscal Services Officer, ACERA

ALAMEDA COUNTY EMPLOYEES'  
RETIREMENT ASSOCIATION



## THE AGENCY:

The Alameda County Employee's Retirement Association (ACERA) is a retirement system organized under the County Employees Retirement Law of 1937, which provides retirement, disability and death benefits to the employees, retirees and former employees of the County of Alameda, and certain other participating public employees. The retirement plan provides lifetime benefits to members of the retirement system who meet the minimum age and length-of-service requirements and is a significant and fundamental part of the comprehensive benefits package ACERA provides to eligible employees.

For more information about ACERA, please visit [www.acera.org](http://www.acera.org)

## CURRENT SERVICES:

Over the years, ACERA has expanded its member services to include employees of the Alameda County-based Superior Court of California and the five special districts of the County, as well as to administer retiree health care, dental care, vision care, and supplemental cost-of-living benefits.

## MISSION:

To provide ACERA members and employers with flexible, cost-effective, participant-oriented benefits through prudent investment management and superior member services. Commitment (Board and Staff) to carry out our Mission through a competent, professional, impartial and open decision-making process. In providing benefits and services, all persons will be

treated fairly and with courtesy and respect. Investments will be managed to balance the need for security with superior performance. We expect excellence in all activities. We will also be accountable and act in accordance with the law.

**Salary:**    \$86.75 - \$105.40 Hourly;  
                  \$180,440.00 - \$219,232.00 Yearly

## THE POSITION:

Under general direction, plans, organizes and directs the Fiscal Services Department of the Alameda County Employees' Retirement Association; develops and manages financial and budget transactions, record keeping, preparation of financial statements, and accounting for investments; and manages the implementation of information technology projects necessary to support fiscal responsibilities; and performs related work as required.

This position will be a Provisional appointment.

## DISTINGUISHING FEATURES:

This is a single position class responsible for managing the fiscal and administrative activities of the Retirement Association and for assisting the Assistant Executive Officer, ACERA in monitoring, reviewing, analyzing, and resolving problems related to the management and allocation of the Association's assets and investments. This class is distinguished from the general professional accounting classifications by virtue of its responsibility for the specialized accounting, budgeting, technology and investment functions of the Retirement Association.

## EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties.

1. Plans, organizes, directs and coordinates the fiscal activities of the Retirement Association; participates in hiring decisions, disciplinary actions and other personnel activities; provides technical direction to staff and assists in resolving problems.
2. Develops and implements plans for improvement of record-keeping technology systems and procedures.
3. Confers with the CIO representatives of financial institutions and investment managers regarding the accounting and processing of investment funds.
4. Develops and implements policies and procedures for cash management and maintenance of audit trails; maintains accounting controls over retirement trust funds.
5. Analyzes cash flow and oversees scheduling of funds available for investment purposes.
6. Prepares and monitors Association budget and budget justifications; reviews with appropriate department, authorizes and monitors expenditures to ensure compliance with fiscal policies.
7. Directs preparation and publication of the Annual Comprehensive Financial Report, financial reports, budget reports and supplemental investment expense report information to the Board; and other financial and statistical reports; confers with actuaries, prepares information for actuarial consultants.
8. Assists in the development and administration of Request for Proposals, or Requests for Information for services related to custodian banks, consultants, auditors, technology system, and other service providers.
9. Prepares subordinate staff for comprehensive annual audit by external auditing firm; acts as liaison with audit team to ensure access to staff and data as needed; responsible for devising solutions to problems noted during audit and for preparing responses to audit findings/management letter.

Assist with the publication of annual members' statement, manages the installation of updates to the Retirement Payroll System, and other technology projects.

## MINIMUM QUALIFICATIONS

### EITHER I

#### EXPERIENCE:

The equivalent of four years as Retirement Assistant Accounting Manager, ACERA, in the Alameda County service.

AND

#### EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree in Accounting, Public Administration, Business Administration, or closely related field.

NOTE: Experience can be substituted for education on a year-for-year basis.

### OR II

#### EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree in Accounting, Public Administration, Business Administration.

AND

#### EXPERIENCE:

The equivalent of six years of full-time professional accounting experience with major fiscal analysis responsibility in the accounting field, and/or budgeting including at least one year in a supervisory or management position, preferably in a California government agency retirement office.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

#### KNOWLEDGE AND SKILLS:

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

**Knowledge of:**

- GAAP, GASB, FASB pronouncements, generally accepted auditing standards.
- Governmental accounting principles and practices.
- Cash flow and fiscal analysis.
- Actuarial principles and accounting standards as related to pension systems.
- Laws and regulations governing investment management, fiscal operations and payroll systems.
- Purposes, principles, and operations of an employees' retirement system.
- The County Employees' Retirement Law of 1937.
- Modern principles and practices of budget preparation.
- Modern principles and practices of personnel supervision.
- Management of automated information systems.
- Current market conditions and economic trends.
- Security Exchange Commission laws and regulations.
- Functions of a custodial bank.

**Ability to:**

- Plan and manage the performance of complex auditing and accounting functions.
- Apply general and governmental accounting principles and practices.

Plan, coordinate, supervise and direct the work of subordinate professional and technical staff in a technical environment.

- Interpret and apply the provisions of 1937 Act County Employees Retirement Law and Board policies and procedures.
- Analyze problems and complaints and identify solutions.
- Gather, organize, summarize, and analyze specialized data.
- Prepare, interpret, and evaluate a variety of narrative and statistical data and reports.
- Communicate effectively orally and in writing on a variety of issues.
- Establish and maintain working relationships with members of the Retirement Board, members of the retirement system, public officials, staff, consultants, and others encountered in the course of work.

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Resumes and the Supplemental Questionnaires must be in the possession of the ACERA Human Resources Department by January 26, 2026, at 5:00 p.m.

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Resumes and Supplemental Questionnaires must be sent via email to Victoria Arruda, ACERA Human Resources Officer, at [varruda@acera.org](mailto:varruda@acera.org). She can be reached at 510-628-3039.

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#### **SUPPLEMENTAL QUESTIONNAIRE:**

A properly completed Supplemental Questionnaire must be submitted with each resume. Resumes and Supplemental Questionnaires must be in the possession of the ACERA Human Resources

Department by 5:00 p.m. on the Last Day for Filing.

Failure to submit a resume or Supplemental Questionnaire will result in disqualification.

#### **SUPPLEMENTAL QUESTIONS:**

##### **Fiscal Services Officer, ACERA**

1. Provide the title and description of the most recent senior financial position you have held and a brief discussion of that position's duties and responsibilities including the number and job descriptions of direct and indirect reports.
2. Describe your professional work experience in the following areas and include your title, name of employer and dates of employment.
  - a. Complex financial planning, analysis and report preparation. In your answer include examples of experience with fund management from a budget perspective, capital project financial reporting, accounts payable/accounts receivable analysis and monthly and year-end financial reporting.
  - b. GASB implementation and reporting. What was your role and what internal and external resources or partners did you collaborate with to complete your work?
3. Describe your experience in operating and capital budget planning, development, forecasting, implementation and monitoring. In your response, include information regarding the largest budget that you have worked on, the type of budget and the number of staff within the budget.

4. Please explain how you maintain your team's quality and standard of work, including the training and support you provide. In your response to this question, please provide the names of the employer and dates of employment where you performed this specific work.
5. Describe your experience planning, initiating and implementing a professional-level project. Describe a specific project, its purpose, and the evaluation methods you used to gauge its success. In your response, please provide the name of the employer and dates of employment where you performed this specific work.
6. The supplemental questions were designed to elicit your experience as it relates to the current recruitment to identify the best qualified candidates for this position. Only the best and most suitably qualified candidates will be invited to participate in the oral interviews.

By selecting yes below, you certify you're understanding that all applicants who meet minimum qualifications are not guaranteed to move forward in the process.

Do you understand the above statement?

Yes  No