



D A L L A S
POLICE & FIRE
PENSION SYSTEM



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| Job Title: Accounting Specialist | Department: Accounting |
| Reports to: Accounting Manager | Effective Date: February 26, 2025 |

Job Summary:

The Accounting Specialist ensures accounting records and pension benefit information are accurate and complete. This position involves managing pension benefit calculations, processing payments, and performing accounts payable tasks. The ideal candidate will be detail-oriented, organized, and capable of handling sensitive financial data with precision and confidentiality.

Duties/Responsibilities:

- Calculate, prepare, compile, review, and input pension benefit information into pension software.
- Process monthly pension benefit payments and ensure timely delivery.
- Mail pension benefit checks and direct deposit advices to recipients.
- Input changes authorized by members into pension software.
- Perform full cycle accounts payable (AP), including verifying accuracy of invoices, and obtaining necessary approvals.
- Process invoices, and payments ensuring all data is accurately recorded in QuickBooks for proper financial tracking.
- Maintain AP files for easy retrieval and auditing purposes.
- Prepare periodic reports as requested.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Integrity, discretion, and respect for confidential information.
- Detailed oriented.
- Excellent communication (verbal and written), interpersonal and professional interactive skills are necessary to perform at a high degree of proficiency.
- Capable of working with internal staff from other departments in an initiative-taking and constructive manner.
- Ability to understand and execute all relevant policies and procedures in a consistent, timely and objective manner. Strong analytical and critical thinking skills.
- Proficient with Microsoft Office Suite.
- Experience with accounting software, QuickBooks preferred.
- Adaptive to daily demands and adjust priorities as directed by management.

Education and Experience:

- Associate degree
- Three years of related experience is preferred.

Supervisory Responsibilities:

- None

Work Environment:

- This is a full-time 40-hour-per-week hourly position with standard hours from 08:00 AM to 05:00 PM Monday - Friday, onsite at DPFP's office. (4100 Harry Hines Blvd. Ste. 100 Dallas, TX 75219)
- Prolonged periods of sitting at a desk and working on a computer.

Salary and Benefits:

Salary will be commensurate with education and experience. Our benefits package includes retirement plans (Texas Municipal Retirement System cash balance defined benefit plan and 457 deferred compensation plan, administered by Voya), health, dental, vision, life, short- and long-term disability insurance, long-term care, health savings account, flexible spending accounts, health reimbursement account, paid vacation, holidays, sick time, and free parking.

Interested parties should email their resume to resume@dpfp.org. Please include "Accounting Specialist" in the subject line.

The Dallas Police & Fire Pension System provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.