

## **Pension Analyst**

At the Civil Service Superannuation Board (CSSB), our pension plan members and their future are at the heart of everything we do. With \$9.7 billion in assets and 54,000 members, we're kind of a big deal here in Manitoba! With an upcoming retirement, we're looking for exceptional employees who are willing to learn and make a positive difference.

### **The Role**

The Pension Analyst will bring an eye for detail, a passion for numbers, and a continuous improvement mindset to a variety of pension calculations and plan administration processes.

Responsibilities include:

- Preparing and reviewing complex calculations relating to life events and updating member accounts. This may include service purchase, termination, death, and all the rest.
- Preparing and reviewing calculations and reporting pension adjustments (PA), past service pension adjustments (PSPA) and pension adjustment reversals (PAR).
- Assisting in annual year-end processes of reviewing and validating data, reconciling contributions, and connecting with participating employers to resolve issues.
- Supporting colleagues with new plan enrolments and termination refunds.
- Researching, analyzing, and proposing solutions to individual situations.
- Contributing ideas to make processes and services easier, faster, and more accurate for our staff, our members, and our plan employers.

### **What You Need**

- Strong mathematical skills
- Post secondary education in business, actuarial science, mathematics or a related area of study
- Experience in pension administration, benefit or insurance administration, or financial services
- Excellent organizational skills, with the ability to get things done and meet deadlines
- Ability to work both independently and in a team.
- Ability to analyze and solve problems.
- Proficiency in MS Office, including Word and Excel.

### **Nice To Have:**

- Experience working with defined benefit pensions plans
- Working knowledge of the Pension Benefits Act and Income Tax Act as they relate to defined benefit pension plans
- Completed the Certified Employee Benefits Specialist (CEBS) and/or Pension Plan Administration Certificate (PPAC) programs

### **Why CSSB?**

We work in a true team environment where we respect and support each other. There is always something new to learn. We encourage employee development through experiences, projects, and formal and informal education. We challenge ourselves to look for better ways to serve our members. When something isn't working or could be improved, we explore how to fix it. We never say, "That's just the way we do things." If there's a better way, we find it.

We offer competitive salaries. We also offer comprehensive benefits to support your health, work/life balance, and overall wellness.

- ✓ A defined benefit pension plan that provides lifetime guaranteed income in retirement
- ✓ Compressed workweek (resulting in an additional 16 days off annually)
- ✓ Dental, vision, and drug coverage
- ✓ Health spending account
- ✓ Excellent vacation accrual giving you time to recharge
- ✓ Sick, compassionate, and family-related leave
- ✓ Wellness allowance and onsite fitness centre
- ✓ Employee assistance program
- ✓ Ongoing professional development

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

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

**Closing Date:** Applications must be received by May 17, 2024.

**We will only contact candidates selected for further assessment.**