San Diego Community College District
NANC JOB DESCRIPTION

Page:	1 of 1
Job Code:	N1900
Original Date:	04/2018
Last Revision:	04/2018
Staff Type:	NANCE
FLSA status:	Non-Exempt

Title: **Benefits, Retirement Accounting Analyst**

Unit: **Non-Academic/Non-Classified Service**

FUNCTION:

Under the direction of an assigned supervisor or manager, independently perform a wide variety of complex, journey-level duties in support of the benefits and retirement accounting program.

DESIRABLE QUALIFICATIONS:

Knowledge of applicable local, state, and federal laws, rules, and regulations; research and analysis principles and techniques; modern office practices, procedures, and equipment, including computer hardware and software; computer applications, including word processing, spreadsheets, and databases; record-keeping techniques; and English usage, grammar, spelling, punctuation, and vocabulary. Ability to interpret, apply, and explain applicable laws, rules, and regulations; compile and analyze complex data; translate findings into clear, concise reports and recommendations; understand and follow oral and written directions; communicate effectively both orally and in writing; and establish and maintain effective working relationships with others. Sufficient training and experience to satisfactorily perform assigned duties.

TYPICAL DUTIES INCLUDE:

- Assist in organizing and implementing a wide variety of benefits and retirement accounting activities.
- Compile and analyze complex data and information.
- Prepare comprehensive statistical and narrative reports.
- Analyze and evaluate confidential and sensitive information.
- Consult with, make recommendations, and advise managers and supervisors on the interpretation of technical information and the implication on operations and procedures.
- Operate a variety of office machines and equipment, including computer hardware and software..
- Perform special projects as assigned.