



Operations Analyst
Colorado County Officials and Employees Retirement Association

As a non-profit retirement association, CCOERA's sole purpose is to provide retirement benefits to employees of Colorado local government employers (counties, municipalities & special districts). We support our member employers by providing one of the most competitive and unique retirement savings programs available to public employees. CCOERA currently has an opening in our headquarters in Littleton, Colorado for an Operations Analyst.

POSITION SUMMARY:

The Operations Analyst oversees Retirement Plan operations administration and recordkeeping. Responds to and researches Plan Participant (Participant), staff and employer inquiries. Assists Participants with recordkeeping issues and approves distributions and loan requests. Also provides a wide range of operational accounting, account analysis and data/report analytics.

CONTACT INFORMATION:

Deadline for submitting your application is **5 p.m. MDT, July 10, 2018**. If you are both qualified and CCOERA interests you, please send your resume and cover letter to jobs@ccoera.org. Include the job title in the subject line. Please no phone calls or in-person inquiries.

This is a full-time, exempt position with a comprehensive benefits package. Salary is competitive and commensurate with level of experience. CCOERA cannot provide immigration sponsorship for this position.



Regional Client Services Manager
Colorado County Officials and Employees Retirement Association

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POSITION SUMMARY:

This field position is dedicated to helping our plan participants prepare for retirement. It involves helping CCOERA member employers (plan partners) and their employees (plan participants) understand and utilize our state-of-the-art 401(a) Retirement Plan and 457(b) Deferred Compensation Plan.

Qualified candidates will have the expertise, skills and experience needed to manage both employer and employee relationships, communications, service needs, educational meetings and individual counseling in the areas of retirement, investing and saving. In-state, employer service visits will require travel using a CCOERA vehicle about 7-10 days each month.

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