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SAN ANTONIO FIRE AND POLICE PENSION FUND

CFO POSITION PROFILE

THE ORGANIZATION

The Fire and Police Pension Fund, San Antonio (the Fund), is dedicated to providing secure, comprehensive retirement, disability, and survivor benefits to the City of San Antonio's firefighters, police officers, retirees, and their beneficiaries. Governed by a nine-member Board of Trustees, the Fund is committed to safeguarding assets, delivering accurate and timely benefits, and upholding the highest standards of fiduciary responsibility and transparency.

For more information: www.safppf.org

SAFPPF BY THE NUMBERS

Assets Under Management: \$4.5 billion

Funded Ratio: 85.4%

Participants:

- Active: 4,315
- Retired: 2,870
- Beneficiaries: 571

Asset Allocation:

- Public Markets Equity: 46%
- Private Equity: 10%
- Fixed Income: 20%
- Private Debt: 10%
- Real Estate: 9%
- Other: 5%

GUIDING PRINCIPLES

Mission Statement: The Fund is dedicated to providing retirement security for firefighters and police officers.

Core Purpose: To provide comprehensive retirement, death, and disability benefits for the City of San Antonio's police officers, firefighters, retirees, and their beneficiaries.

THE OPPORTUNITY

The Chief Financial Officer (CFO) is the Fund's senior financial executive, responsible for the overall development, leadership, and maintenance of the Fund's financial and accounting functions. The CFO ensures robust internal controls, accurate and timely financial and tax reporting, sound budgeting and forecasting, effective investment accounting and reconciliation, and strong collaboration across departments and with external partners (auditors, actuaries, custodial bank, investment advisors, and the City).

The CFO serves as a strategic advisor to the Executive Director and a trusted resource to the Board of Trustees, providing clear, decision-useful financial information and analysis. The role leads the finance function and processes supporting accounts payable/receivable, general ledger, financial reporting, compliance, and budget.

KEY RESPONSIBILITIES

Financial Leadership & Strategy

- Serve as a member of the senior leadership team, contributing to organizational strategy and financial stewardship.
- Translate financial results into insights for leadership and the Board.
- Recommend policies and process improvements to strengthen controls, reporting, and operational efficiency.
- Build strong working relationships with Trustees, leadership, staff, employers, City partners, and external vendors

Accounting Operations & Controls

- Oversee end-to-end accounting operations, ensuring accuracy, completeness, and timeliness of:
 - Accounts payable and accounts receivable processing, including vendor authorization, check runs, and collections.
 - Invoicing and collections for employee receivables and reimbursements for expenses paid on behalf of contractors or trustees.
 - General ledger and subsidiary ledgers for A/R, A/P, cash receipts/disbursements.
- Integrate subledgers and feeds from:
 - Custodial bank investment accounting
 - Benefits department payroll registers
 - Internal subsidiary system

- Manage the monthly close process, including adjusting journal entries and reconciliations
- Maintain and monitor schedules including depreciation, compensated absences, and direct backdrop schedules
- Design, implement, document, and periodically update a system of internal accounting controls to safeguard assets and ensure compliance with GAAP, GASB, and Government Auditing Standards

Financial Reporting

- Prepare monthly financial statements and Board materials, including:
 - Statement of Net Plan Assets
 - Statement of Increases and Decreases in Net Plan Assets
 - Schedule of Investment Income by Allocation
 - Budget-to-Actual Comparison
 - Statement of Cash Receipts and Disbursements for the custodial bank account
- Prepare the main body of the annual financial statements, footnotes, supplemental schedules and Management's Discussion & Analysis (MD&A)
- Ensure quality, clarity and timeliness of interim and annual reporting

Budgeting & Forecasting

- Lead the annual budget process:
 - Develop preliminary budget for committee discussion and approval
 - Prepare final budget for Board approval
- Produce monthly budget comparison reports with variance analysis for Board meetings
- Monitor, forecast, and communicate financial performance and resource needs.

Audit, Actuarial, and Compliance Coordination

- Coordinate annual external financial audits: prepare schedules, respond to questionnaires, and support auditors in obtaining information.
- Prepare schedules and respond to actuaries' data requests to support valuations and related reports.
- Oversee compliance with governmental accounting and reporting standards and relevant laws and regulations (federal, state, and local).

Investment Accounting & Custody

- Oversee accounting and reconciliation of the investment portfolio between the Fund's records, the custodial bank, investment managers/advisors, and other service providers.
- Ensure appropriate valuation, allocation, and reporting of investment income and fees.

Tax & Payroll Reporting Oversight

- Work through the Benefits/Payroll function to ensure accurate and timely preparation and filing of:
 - Payroll reports, W-2's for employees, and 1099-R's for retirees
 - IRS Form 945
 - 1099-MISC for vendors, as applicable
- Maintain appropriate documentation and controls for all tax filings

DESIRED QUALIFICATIONS

Education & Credentials

- Bachelor's degree required
- Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) required
- Advanced degree in accounting, finance, or business preferred

Experience

- Minimum 5 years' accounting experience required
- Experience with governmental accounting (either with a local government or a third-party audit firm) preferred
- Experience with public employee pension fund accounting and/or investment accounting are strongly preferred.
- Prior experience preparing and presenting financial information to governing boards is highly desirable.

Knowledge & Technical Skills

- Strong knowledge of GAAP as applied to governmental entities and public pension plans; familiarity with GASB and Government Auditing Standards
- Working knowledge of pension-related laws and regulations and relevant tax requirements for qualified plans
- Proficiency with general ledger structures, subsidiary ledgers, reconciliations, and month-end close processes
- Familiarity with accounting systems (e.g., Sage 50 or similar), SQL/database tools, Microsoft Excel and Word, and document imaging software
- Ability to prepare timely and accurate financial statements and budgets; strong analytical and problem-solving skills
- Ability to evaluate financial practices for soundness and compliance with applicable laws and policies

CHARACTERISTICS AND ATTRIBUTES

- Plans and prioritizes effectively to meet deadlines and organizational objectives
- Identifies and resolves issues proactively; thinks systemically about process improvements
- Forecasts resource needs and communicates recommendations clearly
- High ethical standards; commitment to transparency, accountability, and performance reporting
- Effective written and oral communicator who can translate complex topics for diverse audiences
- Willingness to wear multiple hats and assist others as needed
- Team builder who fosters collaboration, mutual respect, and a positive work culture
- Sound judgment and decision-making based on accurate and timely analyses

COMPENSATION

Compensation will be competitive and commensurate with qualifications and experience, with a comprehensive benefits package typical of public pension organizations. Specifics will be discussed with qualified candidates.

ABOUT THE CITY OF SAN ANTONIO

San Antonio offers a compelling blend of career opportunity and quality of life, with a diversified economy anchored by healthcare and biosciences, military and defense, tourism and hospitality, financial services, and a growing technology and cybersecurity presence.

Residents value its comparatively affordable cost of living, absence of state income tax, and a family-friendly environment with strong neighborhoods, quality schools and universities, and an abundance of parks and greenways.

The city's rich cultural heritage, vibrant arts and music scene, celebrated culinary traditions (from Tex-Mex to barbecue), and landmarks like the River Walk and the Alamo provide year-round attractions, while easy access to the Texas Hill Country, major sporting events, and a well-connected airport add convenience and recreation.



[Learn more about living in San Antonio](#)

APPLICATION PROCESS

CBIZ, an executive search firm, is assisting **SAFPPF** with this important search. All inquiries should be made through the search firm. Applications will be held in confidence. To apply please send your resume and cover letter to Tamara Wesely at tamara.wesely@cbiz.com.

NON-DISCRIMINATION

Our client and CBIZ firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

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