



Job Title: Executive Assistant	Department: Administrative
Reports to: Executive Director	Effective Date: October 2025

Job Summary:

The Dallas Police & Fire Pension System is seeking an Executive Assistant to provide advanced administrative support to the Executive Director. This position is also responsible for processing staff payroll, maintaining organizational records, handling open records requests, designing and publishing the Annual Comprehensive Financial Report (ACFR), processing invoices, and coordinating travel, education, and meetings. Work is performed under limited supervision with moderate latitude for initiative and independent judgment.

Duties/Responsibilities:

- Provide high-level administrative support to the Executive Director, leadership, and Trustees.
- Process biweekly payroll and maintain employee personnel, leave, and payroll records.
- Oversee records management, including the retention schedule, offsite storage, and the organization and completeness of the electronic archive.
- Maintain master policy and procedure documents and contract files.
- Ensure compliance with required reporting to the Texas Pension Review Board (PRB), the Minimum Educational Training (MET) program, and the City of Dallas. Maintain accurate and current information on DPFP's website.
- Arrange travel and accommodations for continuing education and meetings for Board members and staff; process related expense reports.
- Prepare Future Education & Business-Related Travel list, other documents and reports for Board meetings.
- Monitor and coordinate the completion of Open Records requests.
- Manage, reconcile, and safeguard DPFP credit cards and Business ExtrAA accounts.
- Review and approve invoices from benefit carriers and other vendors for accuracy and compliance prior to payment.
- Initiate and tracks bank wire transfers for the Investment team and ensure appropriate documentation and controls are maintained.
- Track investment management fees for accuracy and compliance with contractual terms.
- Maintain organized records and files for investment managers' financial reports and related correspondence; notarize, scan, and archive documents as required.
- Serve as the primary contact for office-related matters, including ordering supplies, paying invoices, and coordinating with vendors.
- Assist in preparing and posting Board meeting agendas and materials; coordinate catering and logistics; and greet and assist attendees.
- Draft minute summary, certified agendas, and minutes. Prepares Minute Books for signature and post to DPFP's website.
- Design, format, and publish the Annual Comprehensive Financial Report in collaboration with staff.
- Draft correspondence and design other organizational materials.
- Organize and maintain the Central File room, file correspondence and related records.
- Serves as the backup for the Board Operations Manager and Benefits Administrator.
- Perform other related duties as assigned.

Required Skills/Abilities:

- Integrity, discretion, and respect for confidential information.
- Organizational, time management, and multitasking skills required.
- Follows through on commitments; is reliable, conscientious, and dependable.
- Extremely detail-oriented.
- Strong project management skills, including the ability to autonomously plan, prioritize, and execute multiple initiatives/deadlines and shift priorities as necessary.
- Excellent grammar, spelling, and punctuation.
- Ability to write clear, professional, and accurate letters and reports.
- Ability to communicate tactfully and courteously with members, staff, and others.
- Ability to assess and direct phone calls.
- Ability to understand and execute all relevant policies and procedures consistently, timely, and objectively.
- Strong analytical and problem-solving skills.
- Adaptive to daily demands and adjust priorities as directed by management.
- Experience with QuickBooks.
- Extremely proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and ability to learn new or updated software quickly.

Education and Experience:

- Associate degree or equivalent required.
- Four years of related experience preferred.

Supervisory Responsibilities:

- None

Work Environment:

- Full-time, non-exempt position (40 hours per week), Monday-Friday 8 AM to 5 PM 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 (mandatory Texas Municipal Retirement System cash balance defined benefit plan and voluntary 457 deferred compensation plan administered by Voya), health, dental, vision, life, short- and long-term disability insurance, health savings account (HSA), flexible spending accounts (FSA), health reimbursement account (HRA), paid vacation, holidays, sick time, personal leave, and free parking.

Interested parties should email their resume to resume@dpfp.org. Please include "Executive Assistant" 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.