

Attleboro Municipal Contributory Retirement System

77 Park Street, Attleboro, MA 02703

(508) 223-2222 ext. 3201

Job Posting: Assistant Executive Director

The Attleboro Retirement Board seeks a qualified individual to serve as the full-time Assistant Executive Director. Under the direction of the Executive Director, the Assistant Executive Director will assist the Executive Director in the daily administration and operation of the Attleboro Retirement Office.

Qualifications:

Experience in a Massachusetts public retirement system preferred

Associates' Degree in accounting, finance, business, public administration, or related field preferred

Must have a strong math and analytical background

Excellent verbal and written communication skills required

Strong organizational and critical thinking skills required

Experience with Microsoft Office, specifically Word and Excel

Experience with PTG and MUNIS preferred

General Responsibilities include:

- Record all accounting of Cash Receipts and Disbursements
- Record all entries for the General Ledger
- Balance Investment Manager accounts with Trial Balance each month
- Forward accounting to PERAC monthly and respond to any inquiries about the submission
- Maintain and update information both electronically and in physical file for members and retirees
- Prepare the Annual Statement of the Financial Condition of the Retirement System
- Prepare and mail annual statements of member accounts and annual affidavits for retirees
- Process retiree and staff payrolls each pay period with any necessary changes
- Submit actuarial information to PERAC (or other data upon request)
- Assist auditors with information and explain accounting entries that are questioned
- Assist both walk-in visitors and phone callers with general inquiries
- Attend external meetings and conferences as necessary, including: PERAC, MACRS, PTG, etc.

*The responsibilities listed above are intended to be illustrations of various types of work that the Assistant Executive Director is expected to perform. Absence of specific duties does not exclude them from the position.

Compensation and Work Schedule:

Competitive annual salary based on experience and qualifications, plus comprehensive benefits package.

35 hours per week on location, no remote. Typically, 8:30am – 4:30pm M-F. One hour lunch.

To Apply:

Please submit cover letter and resume in confidence via email only to: Retirement@CityofAttleboro.us

Resumes accepted on an ongoing basis until the position is filled.

First consideration will be given to resumes received on or before December 8, 2023.

The Attleboro Municipal Contributory Retirement System is an EEO / AA employer.