

# Attleboro Municipal Contributory Retirement System

77 Park Street, Attleboro, MA 02703

(508) 223-2222 ext. 3201

## **Job Posting: Executive Director**

Competitive annual salary, negotiable based on experience and qualifications

We are seeking a dynamic and experienced Executive Director to manage the Attleboro Retirement System. Under the direction of the Attleboro Retirement Board, the Executive Director is responsible for overseeing all aspects of the retirement system, including pension administration, benefit processing, financial management, compliance, records retention, and strategic planning. The successful candidate will demonstrate strong leadership, a deep understanding of Massachusetts municipal government and retirement system operations, and the ability to navigate complex regulatory frameworks.

### **General Responsibilities include:**

- **Pension Administration:** Oversee the accurate and timely administration of retirement and disability benefits, including payroll processing, beneficiary management, and pension calculations.
- **Financial Management:** Manage the retirement system's finances, ensuring the responsible stewardship of pension funds, investments, and assets in compliance with legal and regulatory requirements.
- **Compliance:** Stay current with federal, state, and local regulations affecting pension plans and ensure the organization's compliance with reporting, disclosure, records retention, and fiduciary responsibilities.
- **Stakeholder Engagement:** Foster positive relationships with retirees, beneficiaries, city officials, and other relevant stakeholders, addressing their inquiries and concerns timely and effectively.
- **Education:** Design and lead informative programs to empower members and retirees with insights into available benefits, aiding informed decisions for retirement planning and pension utilization.
- **Leadership:** Provide visionary leadership to the organization, developing policies and procedures in concert with the Retirement Board to ensure alignment with the Retirement System's mission and goals.
- **Strategic Planning:** Develop and implement strategic initiatives for the approval of the Retirement Board that enhance the retirement system's operations, financial stability, and member services.

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

Full job description available for review on: <http://www.cityofattleboro.us/411/Retirement-Board>.

### **Qualifications:**

- Bachelor's or advanced degree in accounting, finance, business, public administration, or related field preferred.
- Minimum of 2 years of experience in a Massachusetts public pension system or related occupation preferred.
- Excellent communication skills, both written and verbal, with the ability to engage with diverse stakeholders.
- Exceptional problem-solving skills with the ability to make informed decisions in complex situations.
- Experience in working with Pension Technology Group and MUNIS software platforms strongly preferred.
- Advanced user of the Microsoft Office suite of applications, especially Outlook, Word, and Excel.

**Compensation and Work Schedule:**

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

35 hours per week on location, no remote. 8:30am – 4:30pm Monday through Friday. One hour lunch.

**To Apply:**

Please submit cover letter and resume in confidence via email to: [auditor@cityofattleboro.us](mailto:auditor@cityofattleboro.us)

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

**First consideration will be given to resumes received on or before September 15, 2023.**

The Attleboro Retirement System is an equal opportunity employer and encourages applications from individuals of diverse backgrounds.

**Preferred start date is as soon as possible.**