

Pension Payroll Clerk

Req ID	2023-25207	Position	Regular Full-Time	Dept	Boston Retirement System	Ret Retirement Board	Salary Min	57,843.14	Salary Max	80,707.24
Union	SU4	Openings	1	Post End Date	12/28/2023	Contact Email	kai.phillip@boston.gov			

Overview:

The Boston Retirement System serves over 35,000 members and beneficiaries. The Payroll Unit interacts with over 15,000 members who are retired or beneficiaries and/or dependents of retired or deceased members. The unit is responsible for maintaining the accuracy of the retirement payroll, communicating with our retired membership base as well as various outside departments and agencies.

Responsibilities:

Under the supervision of the Comptroller the Administrative Assistant of Payroll participates in the monthly processing of benefit payment which involves the daily review and completion of workflows that are generated through the department's dedicated Pension Software – V3. Also serves as the principal backup for the working group leader. In conjunction, related responsibilities include:

- Entering & maintaining retiree payroll benefit demographics and pension rates.
- Add new retirees while verifying their tax documents and direct deposit forms for accuracy.
- Adjusting Option C pop-ups.
- Making appropriate beneficiary adjustments, address changes, direct deposit modifications, and other related actions as needed to retirees/beneficiary accounts.
- Corresponds timely with membership and/or their respective representatives, by phone or in person, concerning benefit inquiries or revisions.
- Assisting in the preparation & submission of a variety of payroll reports that operate on the department's dedicated V3 Pensions software application, including, but not limited to Stop Payments, Reversals, Stale Dated checks, etc.
- Tracking of deaths and related payments/receivables/recoupments, through completion.
- Assists in special projects, as assigned by Comptroller or other senior managers.
- Performs related duties as required.

Minimum Entrance Qualifications:

- Applicants must possess at least two (2) years of full-time or equivalent part-time, professional experience in work, which involves electronic payroll processing.
- Familiarity with Massachusetts public employee retirement law MGL Ch. 32, is advantageous.
- Experience with V3 Pension software platform is preferred. The aptitude to converse clearly and to effectively work with staff and the public, as well as, awareness and practice of proper customer relation's skills are required. Proficient skills in Word, Excel & Access.
- An associate's degree in accounting, finance, economics, public administration or business administration, from a certified college may be substituted for one (1) year of workplace experience.

Boston residency required

Terms:

Union/Salary Plan/Grade: SEIU/RL-16

Hours per week: 35

The City of Boston is proud to be an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment. Therefore, qualified applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, sexual orientation, gender identity, gender expression, military and veteran status, or other protected category.

The City of Boston has played a role in causing and perpetuating the inequities in our society. To break down these barriers, we are embedding equity and inclusion into everything we do.

We define **equity** as **ensuring every community has the resources it needs** to thrive in Boston. This requires the active process of meeting individuals where they are. **Inclusion** is **engaging every resident** to build a more welcoming and supportive city. We are building a **city for everyone**, where diversity makes us a more empowered collective.

The salary range of \$57,843 - \$80,707 based on experience and knowledge.

<https://www.boston.gov/departments/human-resources/apply-job-through-career-center>