

TOWN OF CONCORD MA- RETIREMENT BOARD

Associate Executive Director

JOB SUMMARY

The Associate position will report to the Executive Director to fulfill all requirements for the daily administration and operation of the Retirement Office. The Associate will be responsible for paper and electronic records management for all active, inactive and retired members of the Concord Retirement System. The Associate will have experience with and a general understanding of the Massachusetts General Law Chapter 32 and PERAC regulations which provide the rules and guidelines for pension administration. Strong mathematical, analytical, time management and information technology skills are required as well as exceptional communication and interpersonal skills and the ability to maintain strict confidentiality. This is a full-time position of 40 hours per week.

JOB RESPONSIBILITIES

- Provide orientation to new members regarding retirement benefits
- Oversee and manage all member files and documents; scan all documents to create electronic records
- Gather payroll reports from ADP and enter into PTG
- Prepare financial reports for PERAC and reporting required for secondary matters such as dependent allowance calculations, workers' comp offsets, accidental disability, survivor benefits
- Maintain knowledge of PERAC's rules and regulations and MGL provisions pertaining to retiree and active member issues
- Prepare new retirement calculations, review for compliance with "anti-spiking", review data questions with town administrators when required, send final data to PERAC using PROSPER
- Assist the Executive Director in preparation of monthly retirement benefits and warrants for Board meetings by supplying data and documents, arranging for timely notice for town posting and related tasks and duties as needed
- Attend Board meetings and create Minutes for review; ensure Open Meeting Law and PERAC regulations are followed at all official meetings
- Oversee Retirement Board portal and organize documents in orderly fashion (e.g., sections for Minutes, Agendas, Vendor presentations, Consultant reviews, etc.)
- Manage all aspects of the Retirement Board website and post updates as needed
- Assist actuary with information for the member's Annual Statements
- Oversee 3(8)(c) reimbursement process
- Oversee accuracy of COLA payments from the state
- Oversee accuracy of Payroll deduction entries
- Assist Executive Director with monthly cashbook entries
- Assist in annual budget preparation and monitor actual expenses vs. budget
- Fill in for the Executive Director as needed

QUALIFICATIONS

- Five years' experience in Massachusetts public pension administration is preferred
- An associate or bachelor's degree in finance or a related field
- Advanced math, accounting, and analytical skills
- Strong organization skills and attention to detail
- Payroll experience, ADP preferred
- Ability to research and analyze diverse data and complex issues
- Excellent communication and interpersonal skills
- Advanced understanding of computers, including financial and regulatory accounting software
- Advanced skills in Microsoft Office (Excel and Word); Outlook; ability to troubleshoot software challenges

SALARY and BENEFITS

The Concord Retirement Board offers a competitive benefits package. Salary is commensurate with experience.

To apply for this position, please send a cover letter and a resume to: Louise Villani at: lvillani@concordretirement.org