

**Town of Hull
Retirement Board
Retirement Administrator**

General Overview:

Responsible for the day-to-day operation of the retirement system, to include confidential counseling of members and retirees of the town, school department and housing authority in matters relating to their retirement benefits. The individual will maintain financial and member records ensuring compliance with Chapter 32 of the General Laws of Massachusetts and PERAC regulations. This position is permanent, part time (24 hours per week) and will report directly to the Hull Contributory Retirement Board. Town Hall hours are Monday- Thursday, 7:30 a.m. to 5:00 p.m.

Duties include, but not limited to:

- Counsel new, active and inactive employees on retirement planning, provide estimates of benefits, service purchase calculations, and complete refund and transfer requests.
- Calculate and process all Superannuation and Disability retirement applications according to PERAC regulations.
- Monthly processing of employee retirement deductions and make-ups.
- Organize and schedule monthly retirement board meetings and post according to Open Meeting Law. Maintain accurate minutes of Retirement Board meetings.
- Monthly reconciliation of bank statements, prepare cashbooks for PERAC and complete monthly accounting processes as required by PERAC.
- Process the Annual Statement of the Financial Conditions of the Retirement system, 1099-R distribution to all retirees and refunds, process 3(8)(c) invoices.
- Maintain complete and accurate records for all retirees, active and inactive members.
- Prepare information for annual independent audit and bi-annual valuation reports.

Qualifications:

- Bachelor's degree in finance, accounting or business management
- Knowledge of MGL c. 32 and PERAC regulations
- Must possess leadership, technical skills, proven strong oral and written communication skills
- Must possess the abilities to schedule, meet and maintain daily, monthly, quarterly and annual deadlines
- Must possess the abilities to maintain the integrity of financial and individual retirement records
- Must have experience with preparation of payroll and payroll tax returns, bank reconciliation and analysis of investment reports
- Knowledge of PTG or similar retirement plan record keeping software and spreadsheet applications

Hiring Salary:

Commensurate with experience

Application Deadline:

August 18, 2023, or until a suitable candidate is found

To Apply:

Please submit cover letter and resume by August 18, 2023 to:

ldurham@town.hull.ma.us

