

CITY OF MARLBOROUGH
MARLBOROUGH CONTRIBUTORY RETIREMENT BOARD
ASSISTANT DIRECTOR

The Marlborough Retirement Board administers a defined benefit pension plan for eligible employees the City of Marlborough. The system is governed by Massachusetts General Law Chapter 32.

The Board is seeking a qualified individual to assist in the administration of the retirement system. The Assistant Director will support and assist the Director in the daily operation of the Marlborough Retirement Office and will perform the duties of the Director in his/her absence. Cover letter, resume, and writing sample should be forwarded to:

Beth A. Matson
Marlborough Retirement Board
289 Elm Street, Suite 111
Marlborough, MA 01752

Application deadline is December 15, 2023.

Education and Experience

A qualified candidate should possess a Bachelor's degree, preferably in an accounting or business-related discipline, plus a minimum of five years of related experience within a Massachusetts public retirement system.

Required Qualifications

Knowledge of Massachusetts General Law Chapter 32, PERAC regulations, and basic principles of accounting and finance. Candidates must have solid written and oral communication skills with a focus on excellent customer relations skills. Must be skilled in the use of Microsoft Word and Excel. Knowledge of PTG, and MUNIS software a plus.

Essential Functions

Retirement Counseling & Processing

Counsel retirement system members regarding retirement, disability, and survivor benefits.
Respond to and follow through on all member and employer inquiries.
Prepare, review, process, and issue retirement estimates.
Prepare anti-spiking worksheets.
Manage / supervise all phases of the disability retirement process.
Research member buyback/make-up requests and perform calculations.
Review DRO received from Courts and calculate offset amounts.

Accounting

Process / supervise the Board's monthly expense/disbursement warrant.
Prepare quarterly pooled fund statements for each of the Board's investments for submission to PERAC.
Enter monthly cash receipts, disbursements, and adjusting entries.

(Cont.)

Manage monthly and year-end closings to allow for accurate and timely reporting to PERAC.

Assist in the preparation and review of the Annual Financial Statement to PERAC.

Provide annual member and accounting data to actuary, auditors, and PERAC.

Manage /perform the timely coordination and completion of bank account reconciliation.

Process / supervise the monthly retiree payroll and warrant utilizing Pension software.

Supervise the import of all member retiree payroll deductions/contributions.

Process, manage, and issue annual retiree 1099R forms.

Supervise / perform calculation of member transfer, distribution, and rollover requests.

Provide data for annual appropriation to PERAC.

Miscellaneous

Responsible for management of member records and record retention schedules in accordance with guidelines published by PERAC and Secretary of State's Office.

Act as Election Officer for retirement board election and manage all aspects of the election process.

Attend meetings and conferences sponsored by PERAC, MACRS, and other organizations.

Performs additional duties as requested by the Retirement Board Members or Director.

Salary

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