



## NORTH ATTLEBOROUGH CONTRIBUTORY RETIREMENT SYSTEM

### Board Members

*Craig R. Chapman, Chairman*  
*Brian D. Brousseau, Vice-Chairman*  
*Linda M. Catanzariti, Member*  
*Lauren Durham, Member*  
*Pedro Alves, Member*

### Executive Director

*Vacant*

### Administrative Coordinator

*Megan Martinsen*

### Job Posting

Position: Executive Director

The North Attleborough Retirement Board is seeking an experienced, well-qualified professional for the position of Executive Director. The Executive Director will manage the operations of the North Attleborough Contributory Retirement system in compliance with M.G.L. Chapter 32 and PERAC regulations under the direction of the North Attleborough Retirement Board.

Qualifications required include:

- Significant experience working with the M.G.L Chapter 32 system (five or more years is preferable)
- Knowledge of fiscal, personnel and administrative management systems as well as payroll systems
- Experience working with investments, investment consultants and custody managers
- Strong computer skills including Microsoft Excel and Word
- Experience with PTG Pension Pro Software
- Ability to maintain a strict level of confidentiality

Duties include, but are not limited to:

- Counsel members and retirees on retirement related issues
- Calculate retirement benefits and determine eligibility for benefits
- Prepare and maintain all accounting and investment records
- Oversee the preparation of monthly retirement and administrative warrant
- Provide supervision of board Staff

Salary commensurate with experience.

Interested candidates should submit a cover letter and resume via e-mail to [mmartinsen@northretirement.org](mailto:mmartinsen@northretirement.org) or via US Mail to:

Chairman Craig Chapman  
North Attleborough Retirement Board  
500 East Washington St. Box 21  
North Attleborough, MA 02760

Position is open until filled

*500 East Washington Street, Box 21, North Attleboro, MA 02760*  
*Telephone: (508) 699-0119 Facsimile: (508) 699-0127*