

# Braintree Contributory Retirement

Part time Clerical Position

S-12.5E \$30.26 hr. \$1,149.88. Bi- weekly / \$29,896.88 Annually

**Job Title:** Retirement Associate  
**Department:** Retirement  
**Location:** 74 Pond Street, 2<sup>nd</sup> Floor, Braintree MA 02184  
**Hours:** 19 hours weekly; (Tuesday, Wednesday, Thurs)  
**Reports to:** Director  
**Date:** January 2024

## **JOB DESCRIPTION:**

### **Summary:**

Nineteen (19) hours per week is needed to fill this position. The candidate must be a high school graduate, and be proficient in basic grammar, and math skills. The candidate must be willing to be flexible and occasionally alter hours, or work additional hours during vacation, seminars, or extended sick leaves of full time staff members. This position requires phone skills, interpersonal and effective communication skills to assist members of the retirement system. The primary function of this position is to support and supplement the functions of the full time staff. The duties listed below are the primary tasks to be performed by the part-time clerical position. Other responsibilities may be assigned to the part-time clerical position as required, due to audit findings, and other changes in law.

### **Specific Job Tasks:**

#### Weekly/Daily tasks:

- Submit weekly staff payroll to Accounting Department and maintain copies for Retirement office. Ensure payroll salary sheets are in signature folder for Board meetings.
- Process receipts/payments to Treasurers' office for deposit.

#### Monthly tasks:

- Reconcile OBRA deduction information with Treasurer's office.
- Prepare monthly Board meeting notice.
- Type monthly agenda and submit for review to Director.
- Assemble agenda booklets with relevant documentation for Board meetings.
- Assemble all payables for monthly warrant. Ensure accuracy of billing, assign account numbers.
- Post payables to Accounting Database and create vendor warrant and checks.
- Post Housing Deductions each month and reconcile with payment submitted
- Obtain monthly makeup deduction and update spreadsheet.

- Produce check reconciliation file and submit to payroll admin for processing.
- Research outstanding vendor checks.
- Maintain records of minutes/ensure minutes are in signature folder for board meeting.

Quarterly Tasks:

- Assist with Retirement Newsletter. Ensure accuracy of Direct Deposit Dates, tentative meeting dates, new members, new retirees, and deaths.

Yearly Tasks:

- Mail out annual Retiree Verification Forms, record and file when received, and follow up on those who have not returned forms.
- Prepare new file books for various investments and financial records.

Other Tasks: (time frame: as needed)

- Paperwork processing of new members.
  - Deduction notice for Treasurer and Departments as noted.
  - Create Welcome Letter
  - Create Certificate for members' signature folder
  - Set up new employee in Master Member Database
- Responsible for bulk mailing of bulletins, notices, and 1099's.
- Maintain PERAC memo directory with a timely index.
- Assist in maintaining/updating manual file system
- Periodically answer phones, greet members and take messages and accommodate their requests to the best of his/her abilities.
- Purchase office supplies and maintain inventory control
- Print PERAC forms as needed
- Print Retirement guides as needed
- Create New Member packets as needed
- Run payment intercept program search
- Scan PERAC correspondence to retirees/members folder

**Technical Skills:**

The candidate should have knowledge of the Microsoft Office Suite applications, primarily Word, and Excel. Must have the ability to operate a ten key adding machine and copy machine.

**Language Skills:**

The candidate should have the ability to communicate technical information to non-technical audiences, and possess the ability to write routine correspondence without supervision.

**Mathematical Skills:**

The candidate should have the ability to add, subtract, multiply, and divide using whole numbers, common fractions and decimals.

**Physical Demands and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee must have the ability to reach, move, and lift up to twenty-five pounds.

The noise level in the work environment is usually low to moderate. Professional or business casual dress code is required.

**OTHER TESTING/LICENSES REQUIRED:**

A Criminal Offender Record Information (CORI) query is required.

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