

Job Title: Senior Administrator

Reports To: Executive Director

HOURS OF WORK: Regular office hours: Monday –Friday 8:00 a.m.- 4:00 p.m.

SALARY: Based on Qualifications plus excellent benefits package

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Executive Director, the Senior Administrator serves all members of the Bristol County Retirement System and is responsible for providing retirement benefits as defined by MGL Chapter 32.

Responsibilities/Duties:

- Post weekly and monthly accounting entries for all Accounts Receivables and Payables
- Maintain balances for Accounts Receivable and Accounts Payable
- Reconcile annuity savings account monthly for all member activity
- Maintain member annuity savings interest adjustments
- Manage the annual billing and reimbursement of section 3(8)c receivables and payables
- Manage the annual State COLA receivable
- Assist in the preparation, filing and scanning of documents before and after the monthly Board meetings
- Assist with Year End closing
- Maintain knowledge of PERAC's rules and regulations
- Maintain knowledge of MGL provisions regarding retirements systems and pensions
- Maintain knowledge of other governmental agency's provisions regarding retirement systems and pensions i.e. IRS, SSA, and the Commonwealth of MA
- Correspond with other Retirement Systems and member units as needed
- Respond to various member information requests from other agencies
- Attend trainings as needed
- Perform general office duties: answer phones, assist walk-ins, open and distribute mail, copying and scanning, drafting correspondence and other misc. office duties
- Provide back-up to retirement office staff, which may include:
 - Establish and maintain member records i.e. name and address changes, beneficiary changes, etc.
 - Process weekly, biweekly, and monthly receipts for member records
 - Process monthly warrants i.e. refunds, transfers, expenses including printing and mailing of checks
 - Establish and maintain retiree records i.e. address changes, insurance changes, federal tax changes, etc.
 - Process monthly retiree payroll including printing and mailing of checks, transmission of electronic direct deposit and Federal tax withholdings
 - Process and print year end 1099R's
 - Administer 91(a) and 90(c)'s

Monitor and maintain dependent allowance eligibility
Implement COLA voted annually
Obtain and process health/life/dental insurance withholdings
Respond to retiree information requests from SSA, housing authorities, etc.
Establish and maintain retiree direct deposit records including prenotes
Reconcile monthly bank accounts
Process stop payments and ACH retrievals

Education/Experience:

Bachelor's degree (B. A.) from four-year college or university; and one to two years related experience and/or training; or equivalent combination of education and experience.

Qualifications:

Ability to communicate effectively and professionally; well-developed written communication skills; the ability to communicate complex information concisely and effectively in person or via telephone.

- Strong mathematical, organizational and problem-solving skills with strong attention to detail
- Ability to understand and interpret retirement laws and regulations
- Ability to follow instructions and functions both independently and as a member of a team
- Ability to keep complex records and to prepare periodic reports from such records
- Ability to establish and maintain effective and congenial working relationships with the membership, employers, other members of the public and retirement staff
- Commitment to quality service at all times
- Proficient in the use of computers, including Word and Excel
- Perform any other duties as assigned by the Executive Director

CLOSING DATE: Open until filled.

PLEASE SUBMIT COVER LETTER AND RESUME BY MAIL OR E-MAIL TO:

Roxanne Donovan, Executive Director

Bristol County Retirement System

645 County Street, Unit 5

Taunton, MA 02780

rdonovan@bristolcountyretirement.org

No phone calls

The Bristol County Retirement System is an Equal Opportunity/Affirmative Action Employer.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.