

Fairhaven Retirement System
40 Center Street
Fairhaven, MA. 02719
Phone: 508-979-4023 ext. 8121
Fax: 508-993-9486

Position
Retirement Administrator

Primary Purpose:

Responsible for the daily administration of the Fairhaven Retirement System. Provides direct assistance to active and retired members. Other related work as required. Reports to the Fairhaven Retirement Board.

Essential Duties and Responsibilities:

Responsible for:

- General working knowledge of Chapter 32 and PERAC Rules & Regulations
- Knowledge of TACS RET 32 Retirement Program
- Future Conversion from TACS RET 32 Software to PTG Retirement Program
- Maintaining member and retiree records
- Providing information and assistance to active members including members applying for refunds, retirement benefits, both regular and accidental disability
- Providing information and assistance to retirees
- Daily administration of the office
- Ordering 1099R forms, stationary and office supplies
- Processing disability applications
- Acquiring medical records of disability applicants, reviewing and submitting to board and board attorney for review.
- Submitting disability applications to PERAC through the PROSPER system
- Calculating benefits for accidental disability, ordinary disability, survivor and superannuation retirement benefits
- Calculating make-up and re-deposit of funds
- Calculating refunds and transfers
- Acting as liaison between members, retirees and the Board
- Overseeing and coordinating the election of Board members
- Preparing for monthly Board meetings, gathering and providing information to the Board, and establishing the agenda
- Posting meeting agendas
- Maintaining open and executive session minutes

- Preparing the annual expense budget for approval by the Board
- Working with the Investment Manager to schedule annual reviews
- Processing monthly payroll for Board, staff and retirees
- Reconciliation of monthly cash books and submitting to PERAC
- Implement the terms of QDROS (Qualified Domestic Relations Orders) on file
- Depositing weekly cash receipts with the Town Treasurer's office
- Importing, posting and balancing member deduction files monthly
- Preparing and distributing member annual statements
- Preparing and submitting data to the Board's actuary
- Providing the Town auditor's with requested information
- Processing the transfer of fund notices to the Town Treasurer to ensure payroll and expense accounts have sufficient funds
- Depositing and reporting monthly and annual tax withholdings to the IRS
- Preparing and printing 1099R's
- Preparation of the annual statement of the financial condition of the Retirement System
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Work Schedule:

8:30 a.m. – 4.30 p.m. Monday through Friday

Salary:

Commensurate with experience

Position open until filled

Note:

Email letter of interest & resume to Anne Carreiro, Board Chairperson
acarreiro@fairhaven-ma.gov