

**ANDOVER CONTRIBUTORY RETIREMENT BOARD**  
**EXECUTIVE DIRECTOR – JOB POSTING**

The Andover Retirement Board is seeking a qualified candidate for the position of Executive Director to manage the day-to-day operations of the Andover Contributory Retirement System, including pension administration, benefit processing, financial management, compliance, records retention, and strategic planning, and a strong understanding of Massachusetts General Law Chapter 32.

Job Title: Executive Director of Retirement Services  
Hours/FLSA: 36.25 hours per week/non-exempt  
Reports to: Andover Contributory Retirement Board  
Location: Retirement Office  
Salary Range: \$105,000 - \$125,000 – commensurate with experience and subject to negotiation

**Qualifications:**

- Bachelor's degree in business or related field preferred
- Strong math, accounting, and analytical skills
- Knowledge of Massachusetts General Law Chapter 32 and PERAC regulations
- Familiarity with Pension Technology Software, Microsoft Word and Microsoft Excel
- Must possess excellent communication and interpersonal skills
- Understanding of Massachusetts Open Meeting Law

**Responsibilities:**

- Meet with and respond to member and retiree inquiries
- Provide guidance on the retirement system operations and retirement process, including but not limited to assistance with applications for retirement and completion of various forms
- Send necessary notifications and newsletters to the membership
- Prepare estimated calculations as requested and submit final calculations to PERAC
- Prepare and process monthly payroll for retirees/survivors including but not limited to transmission of files for benefits, adjustments to withholdings and cost of living adjustments
- Prepare monthly financial records including but not limited to cashbooks, warrants for payment, investments, transfers, refunds/rollovers and 3 (8)(c) billings and collections
- Manage monthly board meetings including but not limited to preparation and posting of agenda, organization and disbursement of meeting packets, and coordination of guests and presentations
- Maintain general ledger and prepare Annual Statement for PERAC
- Periodically audit membership to verify various eligibilities including but not limited to group 4 employee age limitations per 840 CMR 12:00, veterans' eligibility per Ch. 32 s.4 (1) (h), and necessary age 73 required minimum distributions
- Provides monthly orientation to new members

- Calculate and update each member's annuity savings fund with information regarding annual contributions, make-ups, buybacks, and transfers
- Prepare and process 1099Rs annually and submit to Internal Revenue Service as required
- Frequent communication with members, retirees, board members, attorneys, investment managers, actuaries, auditors, consultants, regulators, and others
- Supervise, train and delegate work to retirement staff
- Additional duties may be assigned as needed

**Miscellaneous Information:**

The candidate selected for this position must agree to a background check and CORI.

***The Andover Contributory Retirement Board is an equal opportunity employer.***

Upon request, auxiliary aides and services will be provided to ensure effective communication and participation in this recruitment and application process as specified within the Americans with Disabilities Act.

**Please submit cover letter and resume to:**

**Hayley Green  
Andover Retirement Office  
36 Bartlet Street  
Andover, MA 01810**

**Or email with "Retirement Director" in the subject field to: [Hayley.Green@andoverma.us](mailto:Hayley.Green@andoverma.us)**