



BELMONT CONTRIBUTORY RETIREMENT SYSTEM

90 CONCORD AVENUE, THIRD FLOOR SUITE THREE

BELMONT, MA 02478-0900

TEL (617) 993-2792 – Fax (617) 993 2793

Thomas F. Gibson
CHAIRMAN

Ross C. Vona
ELECTED MEMBER

Donna Tuccinardi
EX-OFFICIO MEMBER

Walter D. Wellman
VICE-CHAIRMAN

Brian Antonellis
APPOINTED MEMBER

Ryan Horan
EXECUTIVE DIRECTOR

Executive Director Belmont Retirement System

The Belmont Retirement Board is seeking an experienced, well-qualified professional for the position of Executive Director of the Belmont Retirement System. The Executive Director is charged with the day-to-day management and efficient operation of the System in compliance with M.G.L. Chapter 32 and Regulations promulgated by the Public Employee Retirement Administration Commission, under the direction of the Belmont Retirement Board.

General duties involve the responsibility for the administration, operations, accounting, payroll, and record keeping of the Belmont Retirement System. The Executive Director provides Chapter 32 counseling to members of the Belmont Retirement System and their beneficiaries.

Preferred qualifications include a working knowledge of M.G.L. Chapter 32; experience in government administration and finance; knowledge of fiscal, personnel and administrative management/pension software systems. Associate/Bachelor degree and experience in the Massachusetts public retirement system preferred.

Salary ranges from \$100,000 to \$135,000 commensurate with experience and qualifications. Employee benefits include health insurance contribution and accrued sick leave and vacation leave commensurate with experience and qualifications. This is an exempt/non-union position.

Interested applicants are requested to submit a letter of interest and statement of qualifications by Noon, Friday, December 13, 2024 to: jmartin@belmontretirement.org