

BRAINTREE CONTRIBUTORY RETIREMENT SYSTEM

ASSISTANT DIRECTOR

The Braintree Retirement Board is seeking a qualified individual for the position of Assistant Director. The Assistant Director will support and assist the Director in the daily operations of the Braintree Retirement System. Please submit a cover letter, resume to:

Dennis C. Gallagher, Director
Braintree Retirement Board
74 Pond Street, 2nd FL
Braintree, MA 02184
dgallagher@braintreema.gov

Application deadline is Friday, October 4, 2024

Education

A qualified candidate should have a bachelor's degree, preferably in the accounting or business-related field, plus a minimum of five years of related experience within a Massachusetts Public Retirement System.

Minimum Qualifications

Knowledge of Massachusetts General Law Chapter 32, PERAC regulations, and basic principles of accounting and finance. Candidate must have solid written and oral communications skills with a focus on excellent customer relations skills. Must be proficient in the use of Microsoft Word and Excel. Knowledge of PTG pension software is a plus.

Essential Duties

Prepare, reconcile, and generate monthly payroll for approx. 600 retirees.

Adjust payroll for annual Cost-of-Living Adjustment, health insurance premium rate changes, and any other adjustments needed.

Make monthly payroll adjustments, create and transmit direct deposit file and verify acceptance by financial institutions, and reconcile posted payroll.

Review all DRO's well in advance of payroll and adjust distribution accordingly.

Estimate and calculate retirement benefits.

Calculate and update annuity information.

Process all refund requests, makeups, and transfer requests.

Maintain accurate schedule, and collect revenue, and generate billings as required by C. 32 s. 3 (8) (c).

Maintain accurate demographic information in retiree and active member accounts.

Ensure accuracy of active members' retirement payroll deductions

Audit Group 4 employees and notify of age limitations per PERAC regulations.

Audit veteran members and send notification of eligibility.
Additional duties may be assigned as needed.

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 accommodation may be provided for individuals with disabilities to perform the essential functions. Employees must have the ability to reach, move, and lift to twenty-five (25) pounds.

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

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

SALARY/BENEFITS

Starting salary range is \$85,000.00 - \$95,000.00 – Pending upon experience.

Comprehensive benefits package.

Office hours are Monday and Tuesday; 8:00 AM – 5:00 PM, Wednesday: 8:00 AM – 5:30 PM, Thursday: 8:00 AM – 4:30 PM, Friday: 8:00 AM - NOON