Commonwealth of Massachusetts

BRISTOL COUNTY RETIREMENT SYSTEM

645 COUNTY STREET
COUNTY CROSSING
TAUNTON, MASSACHUSETTS 02780
TEL: (508) 824-4029
FAX: (508) 880-8749

RETIREMENT BOARD
CHAIRMAN
Attorney Christopher T. Saunders
COUNTY TREASURER

RETIREMENT BOARD MEMBERS
WILLIAM M. DOWNEY
STEPHEN J. RIVARD
CHRISTINE N. DeFONTES
JOHN T. SAUNDERS

EXECUTIVE DIRECTOR
ROXANNE L. DONOVAN

Job Title: Retirement 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 Retirement Administrator serves all members of the Bristol County Retirement System and is responsible for providing retirement benefits as defined by MGL Chapter 32.

Summary:
The Retirement Administrator is responsible for providing services and support to the system's members.

Responsibilities/Duties:

- Setup all new pensioners
- Maintain pensioners file, i.e.: change of addresses, insurance changes, federal tax change.
- Prepare and process monthly retiree payroll, including printing and mailing of pension checks.
- Process monthly reports.
- Transmit electronic deposit of Pensioners check
- Transmit monthly deposit of Federal Tax payment.
- Process year end balancing and closing.
- Process and print 1099R's for pensioners.
- Administer all 91As.
- Maintain dependent allowance information.
- Implement any annual COLA increase.
- Handle paperwork for life Insurance payments.
- Send and track verification of income letters for Social Security, housing, etc.
- Set up new direct deposit files and transmit pre note to financial institutions.
- Process all stop payments and reissue payments.
- Manage annual affidavit and annual member statement processes.
- Preparation and processing of monthly expense, staff payroll, and accounts payable warrants and prepare all checks.
- Seek new ways to improve efficiencies and recommend policy adjustments accordingly. Assist in creating a written standard operating procedures for office.
- Implement the provisions of Mass. General Laws, Chapter 32, Public Employee Retirement Administration Commission regulations 840 CMR, and retirement board policies.
- Attend education meetings/seminars within Massachusetts.

- Greet visitors and answer phones. Respond to member requests.
- Maintain confidentiality of records.
- Perform other duties assigned by the Executive Director.

Education/Experience:
Bachelor's degree (B. A.) from four-year college or university; or 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.