Join Our Team

Retirement Board Administrator

The Town of Danvers welcomes applications for the Full-Time position of Retirement Board Administrator under the supervision of the Retirement Board. The Retirement Board Administrator performs a variety of tasks including professional, financial, and administrative functions to manage the retirement system effectively and efficiently for municipal and school employees for the Town.

The Town will consider any combination of relevant work experience, volunteerism, education, and transferable skills as qualifying unless an item in the qualification section of the job description is labeled required.

To apply, please send your resume, cover letter and Town of Danvers Employment application to **employment@danversma.gov**

QUALIFICATIONS

- Bachelor's Degree in business administration or related field and 3-5 years of related experience required, preferable with an understanding of municipal finance. Understanding of municipal retirement systems and Chapter 32 preferred.
- Advanced understanding of computers, including financial accounting software and Microsoft Office is required.

Please visit our Website for a complete job description on the position requirements and responsibilities.

BENEFITS

- Health Insurance
- Dental Insurance
- Voluntary Vision Insurance
- Retirement Plan
- Town Match to 457B Plan
- Educational Opportunities
- Paid Time Off

SALARY RANGE: $84,880- $103,422 DOQ

The Town of Danvers is proud to be an Equal Opportunity Employer.
Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact us at employment@danversma.gov or (978) 777-0001 x3030 in advance to request assistance.

IMPORTANT DETAILS

A full job description is available on our website www.danversma.gov/jobs

Applications accepted until position is filled.

TOWN OF DANVERS
Human Resources Department
www.danversma.gov/jobs
employment@danversma.gov
978-777-0001 x.3030

Our Core Values
Danvers