HAMPDEN COUNTY REGIONAL RETIREMENT BOARD

Job Title: Administrative Assistant
Department: Retirement
Location: 67 Hunt Street, Suite 116, Agawam, MA 01001
Hours: Full Time/Permanent 8:00 a.m. to 4:00 p.m.
Reports to: Executive Director of Retirement Board
Date: March 2, 2023

SUMMARY:

This is a responsible administrative position in helping to direct the activities of the Retirement System for retirees and members of the Retirement System.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

May include but not limited to:

- Assist in the overall administration of the Retirement System.
- Interpretation of Massachusetts General Laws Chapter 32 and relevant amended acts daily with regards to maintaining accuracy of information and benefit research and calculations for the members of the system.
- Maintain accurate individual and unit records for active and inactive members of individual member units of the system.
- Retirement Benefit calculations for members in the units that are their main responsibility.
- Buyback and redeposit record research.
- Calculate for distribution refunds of members' accounts and transfers of accounts to other systems.
- Calculation of Federal withholding from refunds and interpretation of guidelines pertaining to rollovers and eligible retirement plans.
- Administration of monthly retiree payroll on a bi-monthly basis.
- Preparation and updating of monthly spreadsheets for monthly payroll.
- Computer system hardware/software liaison, along with the Director, with current and or future computer hardware and software vendors to include staff instruction of new computer function, oversee with director upgrade of system to include E-mail and internet service.
- Administration of electronic federal tax filing to include amount verification and separate filing for forms 941 and 945.
- Retirement counseling for superannuation retiree from each member unit that is their responsibility.
- Reconcilement of office financial statements on a bimonthly basis.
- Verification, balancing and processing of Membership Schedule/Account balances as they pertain to the completion of the systems annual statement.
- Typing and other clerical duties as they relate to the daily functioning of the office.

QUALIFICATIONS:

- Experience managing or working for a Massachusetts public retirement board.
- Demonstrated knowledge of Massachusetts General Law Chapter 32.
- Excellent verbal and written communication skills.
- Experience with Word and Excel required, plus a working knowledge or experience with public pension software.

SALARY:

Salary to commensurate with experience

Please submit your letter of interest and resume via email to:
kmartin@hcrb.org

The deadline to submit is Friday, March 17, 2023 by 2:00 p.m.