



MALDEN CONTRIBUTORY RETIREMENT SYSTEM

City of Malden

215 Pleasant Street – 5th Floor

Malden, MA 02148

Telephone (781) 397-7087

RETIREMENT BOARD

Warren Atkinson, Jr., Chm.

Donald W. Boyce

Charles A. Ranaghan

Scott Lucey, Esq.

Domenic Fermano

James M. Ryan, CPA
Retirement Director

Maria LoGrasso
Secretary to the Board

Job Posting Position: Retirement Director

The Malden Retirement Board is seeking an experienced, well-qualified professional for the position of Retirement Director. The Director will manage the operations of the Malden Contributory Retirement System in compliance with M.G.L. Chapter 32 and PERAC regulations under the direction of the Malden Retirement Board.

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Carries out policies authorized by the board. Responsible for any personnel matters. Responsible for the recruitment and employment of both paid staff and volunteers. Supervises all Board staff. Maintains official records and documents, and ensures compliance with Federal, Massachusetts and local regulations. Strong computer skills including Microsoft Excel and Word. Experience with PTG Pension Pro Software. Ensures that all members, retirees and beneficiaries are provided with prompt and accurate retirement counseling and that all member annuity savings accounts are properly recorded, transferred, or refunded as appropriate. Ensures that all retirement benefit calculations are accurate and payments of benefits to retirees and survivors, as well as issuance of 1099R tax statements are done in a timely manner. Provides service buyback calculations to members. Represents the Board at seminars and conferences. Prepares benefit calculations, and reviews, invoices, transfers, refunds, etc. for soundness. Communicates with PERAC and other governmental agencies as needed. Conducts and oversees RFPs for legal actuarial, and investment services pursuant to M.G.L. c. 32, §23B. Works with actuarial firm in providing data needed for actuarial valuation. Develops and maintains sound financial practices, including monthly and Annual PERAC Financials. Coordinates PERAC and outside CPA firm audits of Board operations. Works with the board in preparing a budget; and sees that the Board operates within budget guidelines. Ensures that adequate funds are available to permit the Board to carry out its work. Attends Board meetings, ensures the proper posting of meetings, and assembly of all documents necessary for the meetings. Communicates with the members, beneficiaries, and their respective representatives as necessary. Reviews all contracts,

agreements, and memoranda of understanding between the Board and service providers. Implements court orders in DRO divorce and child support matters. Provides responses to Public Record requests and subpoenas. Interprets and communicates rulings by PERAC and other regulatory agencies to staff to ensure compliance. Keeps abreast of changes in M.G.L. c. 32 and applicable case law. Updates the Board and staff of any changes to M.G.L. c. 32 and applicable case law. Ensures compliance with Massachusetts Open Meeting Law and/or Public Records Law and associated regulations. Communicates with PERAC regarding legal issues, retirement issues, regulations, and opinions. Oversees the compliance with M.G.L. c. 32, §91A. Administers Board elections and required paperwork.

MINIMUM ENTRANCE QUALIFICATIONS: Bachelor's degree in Accounting/Finance Business Administration or direct experience as a Board Administrator. Five years or more of full-time professional experience in business management, pension administration, legal and/or investments, preferably at a Massachusetts Retirement System. Knowledge of administrative law and procedure. Strong client-management skills. Excellent communication skills. Skilled in researching and analyzing diverse data and complex subjects.

Salary commensurate with experience. Interested candidates should submit a cover letter and resume via e-mail to James Ryan, Jryan@Maldenretirement.org or via US Mail to: James Ryan, Malden Retirement Board 215 Pleasant Street Malden, MA 02148 Position is open until filled.