

CITY OF MARLBOROUGH RETIREMENT BOARD DIRECTOR

The Director is responsible for the daily administration of the Marlborough Retirement System, a municipal retirement system with assets of approximately \$215 million. The director will independently manage and supervise a municipal agency involved with a high volume of transactions with individuals and financial institutions. Excellent communication, accounting, and organizational skills are required. Must have the ability to train and supervise personnel.

The Director will also maintain a thorough knowledge of Massachusetts General Law Chapter 32, regulations of the Public Employee Administration Commission (PERAC), federal and state regulations including the Division of Administrative Law Appeals (DALA), the Contributory Retirement Appeal Board (CRAB), the Internal Revenue Service (IRS), and Department of Revenue (DOR) as they may relate to Chapter 32 retirement benefits.

Qualifications

A successful candidate must possess excellent oral and written communication skills in order to explain retirement law complexities and strategies to the active and retired membership and to interact with investment managers and banks to assure accuracy of system's financial reporting. An understanding of accounting practices is required to record investment and member transactions. Must have the ability to understand medical information and present information regarding disability applications concisely and accurately to the Board.

Candidate should possess bachelor's degree in accounting or business-related discipline and experience working in a M.G.L. Chapter 32 public retirement system. Must possess knowledge of general business and accounting principles and practices. Must be proficient in the use of personal computers, including word processing and spreadsheet software.

A comprehensive job description can be found on the Retirement webpage at <https://www.marlbrough-ma.gov/retirement-board>

Salary Range

Commensurate with experience.

To Apply

Please provide a letter of interest, resume, and references by e-mail to bmatson@marlbrough-ma.gov or mail to Marlborough Retirement Board, 289 Elm Street, Suite 111, Marlborough, MA 01752