

FUNCTIONAL TITLE:	Employer Reporting Analyst
LOCATION:	Massachusetts Teachers' Retirement System 500 Rutherford Avenue, Suite 210, Charlestown, MA 02129
STARTING SALARY:	\$55,000
DATE POSTED:	Posted on January 5, 2024. Applications considered on a rolling basis.

The Massachusetts Teachers' Retirement System ("MTRS") is the pension plan for the Commonwealth's public-school educators. The plan provides retirement, disability, and survivor benefits to more than 67,000 recipients and maintains and services retirement accounts for more than 91,000 active members and 29,000 inactive members. On a monthly basis, the MTRS collects contributions and related data for all active members from more than 400 local school districts.

GENERAL STATEMENT OF DUTIES:

Under the general supervision of the Director and Assistant Director of the Employer Services Unit, the Employer Reporting Analyst serves employers and members of the MTRS as part of the team responsible for monthly employer reporting, retiree insurance, and comprehensive employer support.

The Employer Reporting Analyst will be responsible for:

- Analyzing monthly earnings and deduction reports submitted by school districts throughout the Commonwealth within our online reporting system.
- Working with assigned employers to submit reports correctly and on-time.
- Working with employers on strategies to resolve reporting challenges or questions.
- Performing ongoing education of employers on their role in the reporting process and various MTRS procedures.
- Verifying and enforcing membership eligibility criteria.
- Researching and reconciling errors in member accounts, and processing corrections when required.
- Assisting other MTRS staff with account research related to retirement deductions.
- Acquiring knowledge of Chapter 32, state and federal regulations, and case law, on a continuing basis, as it relates to the work of the unit.
- Communicating via email, telephone, and video conference with school administrators, MTRS members, and MTRS staff.
- Participating in unit meetings, work group committees, and training programs as assigned.
- Assisting, if needed, with monthly retiree health insurance deductions and reports sent to employers and the Group Insurance Commission.
- Occasionally traveling to school districts and the MTRS Springfield office for employer meetings and/or employer training seminars provided to groups of school business officials and administrators.

QUALIFICATIONS REQUIRED:

- Excellent mathematical skills.
- Commitment to quality service.
- Ability to follow instructions and to work independently, as well as in a team environment.
- Ability to maintain complex records and to prepare periodic reports.
- Ability to communicate complex information concisely and professionally in writing, in person, or via telephone.
- Ability to establish and maintain effective and congenial working relationships with employers, the membership, and other members of the public and MTRS staff.
- Experience with Microsoft Office Suite (particularly Excel) required and financial reporting software preferred.
- Strong grammar, writing and data entry skills.
- Bachelor's degree preferred or an Associate's Degree with equivalent relevant experience.

Expected Hours of Work

New hires are required to report to the office five days per week for their first 90 calendar days of employment. Thereafter, they may apply for a hybrid telework schedule (in-office approximately two days per week). Hours of work are flexible, but are generally, Monday through Friday, either 7 AM to 3 PM, 8 AM to 4 PM or 9 AM to 5 PM. This position may require extended hours.

APPLICATION PROCESS:

Interested applicants must apply online through *MassCareers* at:

<https://massanf.taleo.net/careersection/ex/jobsearch.ftl?ftlcompclass=LoginComponent>

All applicants must include in *MassCareers* a cover letter and résumé addressed to the attention of Robert Fabino, Director of Human Resources and Legal Affairs. The cover letter must address why the applicant's background and training would make him or her a good fit for the position of the Employer Reporting Analyst with the MTRS. **Applicants who do not submit a cover letter will not be considered.** Selected applicants will be invited to take a test designed to evaluate their basic writing, math and computer skills.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. *Research suggests that qualified women, Black, Indigenous and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.*