

*Newburyport Retirement Board*  
*16 Unicorn Street*  
*Newburyport, MA 01950*

## **Job Posting - Executive Director**

The Newburyport Retirement Board is seeking an experienced candidate for the position of the Executive Director to manage the Newburyport Retirement System. The Executive Director is responsible for overseeing all aspects of the retirement system, including pension administration, benefit processing, financial management, compliance, records retention and strategic planning. The successful candidate will demonstrate strong management skills with an extensive understanding of Massachusetts General Law Chapter 32.

**HOURS:** 35 hours per week

**Salary:** \$95,000 to \$125,000 commensurate with experience and education

**Qualifications:** Minimum of 5 years of relative experience in:

- o Public Employee Retirement Administration and Regulations
- o MGL Chapter 32
- Ability to:
  - o Maintain effective working relationships with others
  - o Develop a perspective and understanding of the responsibilities of the system as a whole as well as the tasks immediately at hand.
  - o Work with detailed information
  - o Maintain tact and discretion in challenging situations
  - o Maintain confidential information
  - o Respond quickly to unexpected projects with short deadlines or changes in important procedures.
  - o Problem solves
- Skills:
  - o Organizational and interpersonal
  - o Flexibility and the ability to prioritize
  - o Communication
  - o Use of computers, office automation, and other department specific computer applications including Microsoft Office and Adobe.
  - o Accounting
  - o Writing
  - o Accuracy and thoroughness

**Supervision:** Works under the general direction of the Chair and the full Newburyport Retirement Board

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to view computer screens and work with details for extended periods of time.

**Job Environment:** Office environment; consisting of the operation of computers, calculators and other office equipment. Frequently communicates with board members, government agencies, retirees, members, treasurer, human resource department, P.E.R.A.C. and other retirement systems.

**Responsible to oversee or manage in compliance with MGL Chapter 32 and PERAC regulations the following;**

- Train, manage and delegate work of the retirement staff
- Attend Board meetings ensure Open Meeting Law and PERAC regulations are followed at all official meetings.
- Public records request
- Board regulations and policies
- Financial records including the general ledger, cash receipts, cash disbursement and journal entries and submission to PERAC
- Annual accounting statements and submission to PERAC
- Monthly administrative, refund, transfer and retiree warrants
- 3(8)c payments
- Retiree monthly payroll and 1099s
- Orientation for new members
- Members annual statements
- Member files and documents including scanning to the members record.
- Posting payroll deductions
- Purchases of service buybacks and makeup and transfers-in
- Annual budget
- Counsels' active members and retirees of their rights under MGL Chapter 32 and PERAC regulations.
- Corresponds with various Retirement Systems, as needed.
- Accidental Disability Retirements
- Implement the terms of QRDOs (Qualified Domestic Relations Orders)
- Attends workshops, training seminars, and conferences to acquire increasing knowledge of evolving retirement laws and issues.
- Office environment maintenance
- Assist the Board with hiring of staff, vendors and contracts
- Any other related duties as assigned or requested by the Newburyport retirement Board

**Resumes should be submitted by August 5, 2024 12 noon to:**

[JeffCutter@NewburyportRetirement.org](mailto:JeffCutter@NewburyportRetirement.org)

[LaurieBurton@NewburyportRetirement.org](mailto:LaurieBurton@NewburyportRetirement.org)

The Newburyport Retirement Board is an Affirmative Action Equal Opportunity Employer.