Quincy Retirement Board
Job Posting

Title: **Retirement Board Analyst**

Summary: This position reports to the Executive Director of the Quincy Retirement Board. Responsible for assisting the Executive Director in the operation of the Quincy Retirement Board's office in conformity with Massachusetts General Laws Chapter 32, Public Employee Retirement Administration Commission (PERAC) regulations, and the Quincy Retirement Board's policies and regulations through typing, filing, data entry, calculations, disability applications, and various other duties of more complex clerical functions.

Supervision Received: Executive Director of the Quincy Retirement Board

Duties and Responsibilities:

- Answer telephone, greet and direct people who enter the Retirement Office as needed.
- Prepare weekly staff payroll and associated reports.
- Prepare withdrawal, transfer out, accounts payable, and reimbursements to other systems warrant for payment.
- Receive disability applications and collect all medical records for the Executive Directors review.
- Request PERAC convene medical panels and upload all documents to Prosper.
- Manage 3(8)(c) billings and payable to other municipalities
- Oversee Retiree Affidavits sent to retirees annually.
- Make daily trips to City Hall for mail, open, stamp, and distribute mail.
- Send various correspondence such as retirement approval letters to department heads and Mayor letters.
- Attend and participate in staff, department, or other meetings, seminars, and conferences as requested by the Executive Director.
- Must have working knowledge of Microsoft Office programs and willingness to learn and adapt as technologies change.
- Perform other duties as required or as necessary.

Education/Experience: College graduate or High School graduate with at least 4 years of experience in an officer environment, preferably in the retirement, public employment, or similar field. Ability to create and maintain documents using Microsoft Office application including but not limited to Word, Excel, and Power Point. Familiarity with retirement software and knowledge of M.G.L. Chapter 32 is a plus.

Work Schedule: 8:30 AM to 4:30 PM Monday through Friday

To Apply for this Position: Please provide a resume and letter of interest by email to bgaughan@quincyma.gov.