



City of Revere

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

Please send cover letter and resume to Richard Viscay, Chairman, at rviscay@revere.org or by mail to 14 Yeamans St., Unit C2, Revere, MA 02151 by 7/3/2023.

JOB TITLE: Administrator/Director, Revere Retirement Board

Location: Retirement Office

Hours: Monday-Thursdays 8:15a.m. – 5:00p.m., and Fridays 8:15a.m. – 12:15p.m. Hours subject to change.

Salary/Benefits: Commensurate with Experience

Reports to: Retirement Board

THE CITY OF REVERE

The City of Revere is a thriving, fast growing, and vibrant City. Revere has become one of the most desirable cities in the region to live and work. The City of Revere envisions a municipality that fosters a more welcoming, nurturing, and inclusive government that invests in staff success and development. Due to its distinctiveness, the City of Revere is a wonderful place to work, with great benefits, salaries, incentives, and most importantly, the opportunity to serve its residents and grow professionally in the fascinating world of public service. Creating and sustaining a culture in City Hall to ensure that residents across the city feel that government is more responsive to their needs and concerns, an entity that they can trust and that is accountable.

DEFINITION OF THE JOB

As the Chief Executive Officer of the Revere Retirement System, the Administrator/Director is independently responsible for the daily administration of the Revere Retirement Office. The Administrator/Director provides a professional office with an emphasis on customer service and adherence to the state law and regulations.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types 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.

BOARD RELATED:

- Prepare all relevant information for presentation to members of the Revere Retirement Board at monthly Board meetings.
- Accurate and timely report to the chair and Retirement Board Members all pertinent information as it relates to the daily administration of the Retirement Office with appropriate analysis of cases and issues on their merits.
- Accurate and timely submission of decisions of the Revere Retirement Board to interested parties with appropriate appeal rights.
- Conducting retirement board elections as legally regulated.
- Maintains the confidentiality and integrity of the reports; their findings; and conclusions until approved by the Revere Retirement Board.

FINANCIAL:

- Ensure timely and accurate reporting from investment manager, banks and City, interpret and record all financial reporting relative to the assets of the Revere Retirement System.
- Provide timely and accurate financial reporting to several governmental agencies, including preparation of Trial Balance, Receipts Journal, Disbursements Journal and Adjusting Journal Entries, on a monthly and year-end basis.
- Ensure that sufficient cash is available to meet monthly pension payroll and operating expense. Coordinate asset transfers with investment manager and City Treasurer as deemed necessary.
- Oversight of the monthly pension payroll process, on the PTG software system and providing monthly payroll funding instructions to the City Treasurer.
- Prepare and maintaining board-office staff payroll and attendance records.
- Assist both PERAC auditors and the City's independent auditors in the analysis and explanation of Retirement System financial records.
- Prepare the annual operating budget for approval by the Revere Retirement Board and submission to City Council.

- Prepare of the annual submission of membership and financial data to the Actuary.
- Interpret the annual Actuarial Report and providing notification to the Mayor and City Council advising annual appropriations due the Retirement System. Notify the Auditor and Treasurer/Collectors of the annual appropriation payment schedule and monitoring timely receipt of the Retirement System appropriation.
- Compute, invoice, and collection of pro-rata pension amounts receivable and payable from 104 contributory retirement systems within the Commonwealth of Massachusetts.

OPERATIONS

- Enforce all regulations pertaining to public pension benefits, as they pertain to the membership of the Revere Retirement System, as prescribed by MGL Chapter 32, PERAC regulations, Revere Retirement Board supplementary regulations, appeal decisions of DALA and CRAB, EEOC decisions, IAB regulations/decisions, IRS and DOR regulations.
- Process disability applications, including the collection and recording of various medical records from associated medical facilities, coordinating the convening of Regional Medical Panels with PERAC, coordinating reviews by vendors and preparing disability application files for approval by retirement board and PERAC. Maintaining the confidentiality and integrity of the medical reports and records.
- Preparation and issuance of monthly operating expense and member account disbursements processed through the PTG accounting system; and submit associated files to appropriate bank.
- Oversee counseling of retirement system membership, with an emphasis on maintaining fair and consistent policies of the Retirement System as legally provided, writing newsletters and educational materials and coordinating educational seminars for the membership of the system as deemed necessary.
- Oversight of proper enrollment of new members entering the system, ensuring that new employees of the City and other units meet the membership criteria as prescribed by MGL Chapter 32 and Revere Retirement Board supplementary regulations.
- Oversight of the import of member payroll contributions from City's payroll systems and reconciling any difference in receipts.
- Oversight of the timely disbursement of terminated membership accounts, as regulated by PERAC and the IRS, including the transfer of memberships to 104 contributory retirement systems within the Commonwealth of Massachusetts.

- Create and implement Requests for Proposals (RFP) as directed by the Revere Retirement Board.
- Issuance of 1099R forms to members of the system on the PTG software system and the submission of associated year-end reporting to the IRS/DOR.
- Train and supervise retirement office staff, the daily administration of the retirement office, ensuring staff are effectively administering retirement benefits as legally regulated. Ensure that office staff are properly trained in all computer software applications utilized by the retirement system.
- Monitor workers compensation benefits awarded to active and retired members of the system and applying any applicable pension off-set as legally required.
- Research and compute prior membership and non-membership service and military service buyback calculations at the request of members of the system. Review, maintain, and implement Domestic Relations Orders for members of the system.
- Attend monthly Board meetings and educational workshops across the Commonwealth of Massachusetts.
- Maintain custody, movement, disposal and oversight of all retirement system records in paper and electronic form, always maintaining the confidentiality and integrity of the records.

LEGAL

- Coordinate legal reviews of issues and cases with Board Counsel.
- Coordinate and interpret various matters involving legal counsel.
- Maintain a thorough knowledge of Mass. Laws, regulations and decisions of various administrative and court cases which impact the retirement system.

SUPERVISION

Works independently under the general direction of the Retirement Board.

SUPERVISION EXERCISED

Retirement Office Staff

Recommended Minimum Qualifications

Education:

Advanced degree or Bachelor's Degree with Extensive Experience.

Experience:

Several years of experience working at the Administrator/Director level at a Mass. Public retirement system.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to use hands, fingers, feel or operate objects, tools or controls and reach with hands and arms and to talk and hear. The employee is required to stand, walk, sit, climb, or balance. Specific vision abilities required by this job include close vision, distance and peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations requirements need to be presented prior to hiring.

WORK ENVIRONMENT

Work is generally performed under typical office conditions with noise from office equipment and light and little exposure to occupational risks.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The listed terms, conditions and offers aren't contractual bindings.