

STONEHAM RETIREMENT BOARD

ASSISTANT EXECUTIVE DIRECTOR

Starting Salary \$68,000-\$75,000
Permanent Full Time Position – 35 hours/week

The Stoneham Retirement Board is seeking a qualified individual to administer the daily operation of the Stoneham Contributory Retirement System. This individual works under the supervision of the Stoneham Retirement Board and the Executive Director.

Qualifications

Interested individuals must have at least three years of working in a Massachusetts public retirement system or for a municipality (five or more years is preferable), strong mathematical, interpersonal, organizational, communications and computer skills, including Microsoft Office and experience with PTG Pension Software. A Bachelor's degree in finance, business management, or accounting is required. Work experience in a municipality or public retirement system may be substituted for the degree requirement. Payroll experience and knowledge of M.G.L. Chapter 32 and PERAC Regulations 840 CMR is desired.

Essential Duties and Responsibilities

- Implement the provisions of M.G.L. Chapter 32, Public Employee Retirement Administration Commission Regulations 840 CMR, and the Stoneham Retirement Board's supplemental regulations and policies relating to retirement benefits.
- Prepare and process the monthly retiree/survivor payroll allowances. Print checks, direct deposit notices, and other reports for COLA increases, health insurance premiums, federal taxes, and other adjustments/deductions.
- Record all benefit recipients change of address, direct deposit, and federal tax forms in PTG software
- Prepare and process the monthly accounts payable/expense voucher. Process or prepare payments to the Town/IRS and all Board vendors.
- Maintain and prepare M.G.L Chapter 32, Section 3(8)c reimbursements to and from other Massachusetts retirements systems on an annual basis.
- Process all refund applications including payments to members or rollovers to eligible financial institutions
- Process all transfer-in's from other MA Retirement Systems and all transfer-outs to other MA Retirement Systems
- Enroll eligible new members into the Retirement System and inform new members of their benefits according to the Board's supplemental regulations and M.G.L. Chapter 32
- Assist Executive Director in processing buybacks of creditable service including the Veteran's buyback
- Work with various departments in the Town and the Housing Authority to review and post member contributions
- Deposit payments made to the retirement system through the Town's Treasurer's office
- Prepare and mail annual statements to all active and inactive members
- Scan all member documents into PTG Software and maintain member's physical active and inactive member files including filing pay increases, promotions, injury reports, and other documentation received from Human Resources
- Assist Executive Director in preparing, mailing, and tracking returned annual affidavits for retirees.
- Assist Executive Director in preparing and mailing Social Security or Pension Verification Letters
- Assist walk-in visitors with general inquiries. Respond to calls and e-mail inquiries from membership/general public
- Assist Executive Director/Election Officer with Board Elections- mailings and ballot counts
- Attend PERAC training, MACRS conference, and educational seminars, as necessary.
- Perform the functions and duties of the Executive Director in their absence
- Maintain a strict level of confidentiality

Scheduled hours are the same as Town Hall's hours and some remote hours are possible.

Monday	8:00 am to 4:00 pm
Tuesday	8:00 am to 7:00 pm
Wednesday	8:00 am to 4:00 pm
Thursday	8:00 am to 4:00 pm
Friday	8:00 am to 12:00 pm

Interested applicants should submit a Cover Letter and Resume to:

Christopher Delisi
Stoneham Retirement Board
Town Hall, 35 Central Street
Stoneham, MA 02180

OR

Email: cdelisi@stoneham-ma.gov

The position will remain open until filled and the first round of interviews will begin around December 6, 2024.

EEO/AAE