Quincy Retirement Board
Position Description

Title: **Administrative Assistant**

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 regulations and the Quincy Retirement Board's policies and regulations through typing, filing, data entry and various other duties of more complex clerical functions.

Supervision Received:
Executive Director of the Quincy Retirement Board

Supervision Exercised:
None

Duties and Responsibilities:

- Answer telephone, greet and direct people who enter the Retirement Office as needed.
- Research payroll records to calculate cost of make-ups requested by members for approval of the Retirement Board.
- Import or input the weekly deductions of all active members of the Quincy Retirement System.
- Balance posted deductions to cash receipts.
- Enter cash receipts and disbursements in accounting system for review by Executive Director.
- Set up new members
- Record all changes to members' information in their files.
- Review all units' payrolls for compliance with PERAC's regulations, M.G.L. Ch. 32 and the Quincy Retirement Board's rules and regulations.
- Calculate and post creditable service for all members.
- Attend and record minutes of Board meetings for the approval of the Executive Director
- Attend and participate in staff, department or other meetings, seminars and conferences as directed by the Executive Director.
- Must have a working knowledge of Microsoft Office programs and willingness to learn and adapt as technologies change.
- Perform other duties as required or as necessitated.

Qualifications Required:

- College graduate or High School graduate with at least 5 years of experience in an office environment, preferably in the retirement, public employment or similar field.
- Ability to create and maintain documents using Microsoft Office applications 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.
- Commitment to competent, compassionate and quality service at all times
- Ability to communicate effectively and professionally, both in writing and in person
- Enthusiasm, a positive attitude and the ability to maintain harmonious relationships with the membership, members of the public and the staff
- Must be flexible and able to handle a multitude of tasks
  Ability to follow instructions and function both independently and as a member of a team

Salary and benefits:

- Health, Dental and Life insurance are offered
- Vacation, sick and personal days to be granted in accordance with the Board's Personnel Policy
- Salary to be determined in the range of $48,000 – $55,000.00

Application Process:

Interested applicants should submit a cover letter and resume to info@quincyretirement.com by September 21, 2018.

The Quincy Retirement Board is an equal opportunity employer