



Waltham Contributory Retirement System

WILLIAM R. MACDONALD, *Chairman* KAREN A. DOUCET, *Executive Director*
ELIZABETH A. ARNOLD | PAUL G. CENTOFANTI
SCOTT A. HOVSEPIAN | MARY W ROSEN

25 LEXINGTON STREET, 2nd FL, WALTHAM, MA 02452 | 781.314.3230 | FAX 781.314.3236

Retirement Assistant

Job Responsibilities: Maintain a complete set of records on members and retirees in our files and computer software system, prepare new members files and oversee scanning of files and documents. Enter relevant data into data base, request transfer of funds and follow through with transfers. Assure all members' contributions are properly credited, transferred and posted. Preparation and processing of retiree's monthly retirement allowance payroll, monthly financial reports and annual 1099Rs. Preparation and processing of monthly expense, staff payroll and accounts payable warrants and prepare checks and direct deposits through Retirement software, PTG. Manage annual affidavits and annual members' statement process. Calculate refunds/rollovers and service liability. Inform members and retirees of their benefits and rights under the retirement law including amounts of various types of retirement and death benefits. Attend education meetings/seminars within Massachusetts. Implement the provisions of Mass. General Laws, Chapter 32, Public Employee Retirement Administration Commission regulations 840 CMR, and retirement board policies. Maintain confidentiality of all records and conversations regarding members and retirees.

Qualifications: Associates degree or two years of post-high school training in business, secretarial science or related field; and five years of experience in general clerical and secretarial work, including at least one year of supervisory experience; municipal experience preferred; or any equivalent combination of education and experience. Ability to maintain detailed statistics, financial and clerical records. Ability to communicate effectively with the public, co-workers, other employees, departments, officials and other agencies. Expertise and skill in utilizing personal computers, Microsoft word, and Excel. Must pass a Criminal Offenders Record Information (CORI), pre-employment physical with drug and alcohol test, and Background Check. Willing to be commissioned as a Notary Public.

Annual Salary: \$58,080. Excellent Benefits

Deadline for Applications: October 4, 2019 by 3:00pm

Qualified candidates must submit letter of intent and a resume, please reference to:

Retirement@city.waltham.ma.us
Waltham Contributory Retirement System
25 Lexington Street, 2nd Floor
Waltham, MA 02452