

Finance Administrative Assistant - Boston Retirement Systems

The Boston Retirement Board has a diversified investment portfolio of approximately \$8.5B; all funds are invested with outside investment managers. The System provides retirement benefits and services to over 15k retired members and 21k active members. The Finance and Accounting Unit provides several important functions for the Board related to procurement, retired members payroll, indemnifications for disabled members as well as keeper of the records for all finance transactions.

Brief Job Description:

Under the supervision of the Chief Financial Officer, the Finance Administrative Assistant, as a member of our finance team, will be responsible for collecting and reconciling financial data. Prepare and input entries into the financial software. Assist with processing and updating benefit payments as well as provide support in maintaining invoices for the procurement and contracting of goods and services.

- Supports the Annual System external audit(s). Assist with the internal audit process.
- Assists in maintaining fiscal records of the Boston Retirement System.
- Assist with reporting to be included with year-end financial statements.
- Contributes and assists with the year-end closing process.
- Track and reconcile accounts payable weekly.
- Assist with monthly payroll reporting and reconciling.
- Resolves discrepancies related to individual checks reconciling with a member's account.
- Understanding and knowledge of the Request for Proposal process, handling all aspects of the process through completion of hiring of new vendors.
- Knowledge of BAIS FN software.
- Knowledge and aptitude of Retirement System Pension Software.
- Handle phone calls related to retirees, vendors, City Departments, external business units.
- Assist in sending documents and communications to vendors and retired members as requested – 1099's, direct deposit forms, address changes, verification of income.
- Process updates to retiree payroll, not limited to address changes, tax changes, direct deposit.
- Assist with adding new retirees to payroll and adjusting benefits as required.
- Initiate, create and process vendor contracts.
- Maintain and Track all vendor contracts keeping current for each calendar year.
- Create and process requisitions and purchase orders.
- Close requisitions and purchase orders.
- Prepare and process vendor payments timely.
- Works efficiently and effectively as a team member as well as independently
- Assists and completes special projects as assigned by senior management.
- Performs related work as required.

Minimum Entrance Qualifications:

- At least three (3) years of full time, or equivalent part-time, experience in work that included accounting, audit, data validation, or financial reconciliation. A bachelor's degree from an accredited college or university in business, economics, finance accounting or related field preferred and may be substituted for two (2) years of required experience.
- Experience in communicating and exchanging with clients.
- Familiarity with public employee retirement law MGL, Ch. 32 and defined benefit plan terminology is advantageous.
- Ability to enter and review financial data and resolve discrepancies.

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- Proficiency in MS Office and Excel strongly preferred. Knowledge of Peoplesoft BAIS FN software.
- Knowledge of best practices relating to accounting, finance, contract management process, payroll practices and accounts payable is preferred.
- Ability to perform pension management duties and benefit changes and updates.
- Strong written and oral communication skills.
- Ability to establish and maintain effective working relationships with co-workers, City employees, members, vendors, consultants, external business units and banking representatives.
- Ability to work independently and in a team-oriented, multicultural setting on a variety of tasks and report results to management.
- Ability to exercise good judgment and focus on detail while multitasking as required by the job.

Boston Residency Required.

Terms:

Union/Salary Plan/Grade: SEIU/RL-15 (\$53,494.89 - \$74,634.75)

Hours per week: 35

Apply at City of Boston Career Site:

https://city-boston.icims.com/jobs/26734/finance-administrative-assistant/job?hub=8&_gl=1*1yjnhwz*_ga*_MTIxMDQ2MDQ1NC4xNzEwODc2NzY0*_ga_5Y2BYGL910*MTcxMDg3Njc2Ni4xLjEuMTcxMDg3Njg3OC4wLjAuMA..

The City of Boston is proud to be an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment. Therefore, qualified applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, sexual orientation, gender identity, gender expression, military and veteran status, or other protected category.

The City of Boston has played a role in causing and perpetuating the inequities in our society. To break down these barriers, we are embedding equity and inclusion into everything we do.

We define **equity** as **ensuring every community has the resources it needs** to thrive in Boston. This requires the active process of meeting individuals where they are. **Inclusion** is **engaging every resident** to build a more welcoming and supportive city. We are building a **city for everyone**, where diversity makes us a more empowered collective.