

**POSITION:     Member Services Representative  
                  Fall River Retirement Board**

**Reports to:     Retirement Board Executive Director**

Summary of Responsibilities: Under the general supervision of the Executive Director or his/her designee performs functions in accordance with policies set by the Fall River Contributory Retirement Board in accordance with Chapter 32 and related laws. Exercises discretion and judgment in communicating with the general membership both orally and written.

**RESPONSIBILITIES:**

- Maintain confidentiality in all aspects of record maintenance and review.
- Open, sort, date-stamp and accurately distribute all incoming mail.
- Assist members with creditable service estimates, benefit estimates and other retirement planning needs.
- Assist in preparation of yearly member annual statements, 1099R's and end of year data entry procedures.
- Process monthly administrative expenses including staff payrolls, refunds, transfers and vendor expenses.
- Calculate member buy-backs and provide counseling on same
- Maintain records including, but not limited to, filing and archiving retirement system documents and records.
- Perform other duties as assigned related to the administration and/or operational function of a MA Contributory Retirement System.

**JOB REQUIREMENTS AND QUALIFICATIONS:**

- High School Graduate; Post-Secondary Diploma in the area of Business Administration or Accounting is preferred.
- Strong mathematical and organizational skills with keen attention to detail.
- Working knowledge of database systems (preferably PTG).
- Working knowledge of Microsoft Office Suite.
- Knowledge of MA public pensions and MGL c. 32 is a plus
- Ability to perform administrative duties, typing, filing, bending over to low files, reaching high files, lifting up to 15 pounds.
- Ability to express and exchange ideas by means of written and spoken word.

**WORK SCHEDULE:** 8:30 am to 4:00 pm Monday through Friday.

**EQUIPMENT USED:** Telephone, photocopier, fax, computer, printer, calculator, scanners, and others equipment as required.

Salary Range for this position is commensurate with experience.

Application Deadline is July 14, 2023

To apply:

Please mail cover letter and resume to:

Michael Pasternak  
Fall River Retirement Board  
21 Father DeValles Blvd., GR1 Box 14  
Fall River, MA 02723