

NATICK CONTRIBUTORY RETIREMENT BOARD

POSITION TITLE: DIRECTOR OF RETIREMENT

LOCATION: RETIREMENT BOARD OFFICES
117 WEST CENTRAL ST, SUITE 210, NATICK MA 01760

The Natick Retirement Board is seeking a candidate to serve as Director.

The ideal individual will have experience with Massachusetts General Law, Chapter 32 governing the public pension system, as well as familiarity with the specific operating software for administration of the system. This Board has an active, inactive and retired membership of over 1400 individuals and administers a system with assets of approximately \$223 million.

Responsibilities:

The Director will be responsible for the daily administration of the Natick Retirement System to include membership enrollment, retirement consultation, retirement payroll and annual 1099R tax statements, transfers and refunds, budget preparation, accounting and reporting functions as well as various investment and financial transactions. Along with fundamental office administration, the individual must be prepared to work closely with the Natick Board Members by preparing for Board Meetings, taking minutes, and keeping them informed and updated on various matters involving the management of the Retirement System and maintaining a working relationship with the Board's legal team, consultants, custodians, actuary, and investment managers. Additionally the Director will be expected to supervise and train office staff.

Qualifications:

A Bachelor's Degree in accounting or business is preferred, along with experience in a Massachusetts public retirement system. A candidate with several years of equal and related experience will be considered. Excellence in oral and written communication is essential as well as proficiency with Microsoft Office applications. This position requires physical capabilities typical to an office atmosphere.

Salary commensurate with experience.

Office Hours: Mon. - Thurs. 8:00AM - 4:30PM Fri. 8AM - 12:30PM

A generous benefit package is available including health, dental and life insurance as well as FSA and HSA plans and a 457B plan.

PLEASE SUBMIT RESUME WITH COVER, ADDRESSED TO THE NATICK CONTRIBUTORY RETIRMENT BOARD, VIA EMAIL ONLY TO kbacon@tiac.net. Position will remain open until filled.

The Natick Retirement Board is an equal opportunity employer