



# TOWN OF WAKEFIELD

## RETIREMENT BOARD

Kevin Gill, Chair  
Sherri A. Dalton  
Erin Kokinda  
Scott Morrison  
Daniel W. Sherman

Cathy Cheek, Executive Director, [ccheek@wakefield.ma.us](mailto:ccheek@wakefield.ma.us)

**POSITION: Associate Executive Director**

**SALARY: \$65,000 - \$85,000**

**HOURS: Monday through Thursday 8:00 a.m. to 4:30 p.m.; Friday 8:00 a.m. until 12:30 p.m.**

**Position Purpose:** The Retirement Services Coordinator will assist in the administration and operation of the Retirement System in compliance with the provisions of Massachusetts General Law, Chapter 32, S. 1–106, State Regulations and Board Policy. Provide excellent customer service. Reports to Executive Director.

### Essential Functions:

#### (All performed in compliance with MGL Chapter 32 and PERAC regulations)

- Oversee and manage member files and documents including scanning to the members record.
- Provides orientation to new members.
- Processes monthly pension payroll for retirees.
- Computes and processes refunds, rollovers, and transfers-out of member accounts.
- Calculates and inputs purchases of service (Buybacks and Makeups) as well as transfers-in from other Retirement Systems.
- Processes and records monthly receipts and disbursements.
- Attend Board meetings and create Minutes for review; ensure Open Meeting Law and PERAC regulations are followed at all official meetings.
- Counsels active members and retirees of their rights under MGL Chapter 32 and PERAC regulations.
- Corresponds with various Retirement Systems, as needed.
- Implement the terms of QRDOs (Qualified Domestic Relations Orders) on file.
- Prepares and distributes member annual statements.
- Attends workshops, training seminars, and conferences to acquire increasing knowledge of evolving retirement laws and issues.
- Performs general office work: answers phones, distributes mail, drafts correspondence, orders office supplies, and acts as a go-to for general office help.
- Possesses the ability to develop a perspective and understanding of the responsibilities of the system as a whole as well as the tasks immediately at hand.
- Ability to participate in open communication and contribute ideas and or additional manpower when needed.
- Flexibility and the ability to prioritize.
- Performs other related duties as assigned or requested.
- Fill in for the Executive Director as needed.

### Qualifications:

- Bachelor's Degree in a business or related field,
- At least 3 years of relative experience in Public Retirement Administration



- Knowledge of:
  - o MGL Chapter 32 and PERAC regulations
  - o PTG Pension software preferred
- Ability to:
  - o Maintain effective working relationships with others
  - o Work with detailed information
  - o Maintain tact and discretion in challenging situations
  - o Maintain confidential information
  - o Respond quickly to unexpected projects with short deadlines or changes in important procedures.
  - o Problem solve
- Skills:
  - o Organizational and interpersonal
  - o Communication
  - o Use of computers, office automation, and other department specific computer applications including Microsoft Office Suite and Adobe.
  - o Math
  - o Accuracy and thoroughness

Wakefield Retirement will consider equivalent combinations of education and experience.

**Supervision Received:** Works under the general direction of the Executive Director.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to typical ranges.

**Job Environment:** Work is generally performed in a moderate noise environment under general office conditions with interruptions.

Interested persons should submit a cover letter and resume to:

Cathy Cheek, Executive Director  
Wakefield Retirement Board  
One Lafayette Street  
Wakefield, MA 01880

Or via e-mail to: [ccheek@wakefield.ma.us](mailto:ccheek@wakefield.ma.us)

\*Confirmation of email receipt will be sent

**Deadline: This position will remain open until a qualified applicant is obtained.**

The Wakefield Retirement Board is an Affirmative Action Equal Opportunity Employer.