City Of Attleboro, Massachusetts
CONTRIBUTORY RETIREMENT BOARD
Government Center, 77 Park Street
Attleboro, Massachusetts 02703
508-223-2222 x3201 • Fax 508-223-2063

Attleboro Retirement Board Job Posting
Executive Director
Salary range $92,000.00- $102,000.00 Depending Upon Experience

Primary Purpose-

Responsible for the daily administration of the Retirement System and supervision of staff. Provides direct assistance to active and retired members. Other related work as required. Reports to the Retirement Board.

Essential duties and Responsibilities –

Responsible for:

- Maintaining member and retiree records
- Providing information and assistance to active members including members applying for refunds, retirement benefits, both regular and accidental disability
- Providing information and assistance to retirees
- Daily administration of the office
- Ordering 1099R forms, notice of deposit forms envelopes, stationary and office supplies
- Processing disability applications
- Submitting disability applications to PERAC through the PROSPER system
- Submitting new manager paperwork to PERAC through the PROSPER system
- Calculating benefits for accidental disability, ordinary disability, survivor and superannuation retirement benefits
- Calculating make-up and re-deposit of funds
- Calculating refunds and transfers
- Acting as liaison between members, Board and staff resolving complaints and other issues
- Acting as liaison between the Board and Consultants, Money Managers and others
- Overseeing and coordinating the election of Board members
- Preparing for monthly Board meetings, gathering and providing information to the Board, establishing the agenda
- Maintaining open and executive session minutes
- Posting meeting agendas and Board meeting minutes on the City’s web page
- Preparing the annual expense budget for approval by the Board
- Working with the consultant to schedule annual reviews of Money Managers
- Processing monthly payroll for Board, staff and retirees
- Implement the terms of QDROS on file
- Depositing weekly cash receipts with the City Treasurer’s office
- Importing, posting and balancing member deduction files weekly
- Preparing and distributing member annual statements
- Preparing and submitting data to the Board’s actuary
- Providing the City’s auditors with requested information
• Working with the Board’s consultant to liquidate funds for monthly expenses
• Working with the Board’s consultant to schedule annual manager reviews
• Processing the transfer of fund letters to ensure payroll and expense accounts have sufficient funds
• Depositing and reporting monthly and annual tax withholdings to the IRS
• Preparing and printing 1099R’s
• Preparation of the annual statement of the financial condition of the Retirement System

Job Requirements and qualifications:

• Experience with Tyler Ret 32 operating system preferred but not required
• Proficiency with data base systems and spreadsheets
• Proficient in Microsoft Office software and word processing
• Outstanding interpersonal skills including strong oral and written communication skills
• Strong supervisory skills

Preference will be given to the candidate that has:

• Working knowledge of Chapter 32 retirement system requirements
• Experience with a Massachusetts Public Retirement System

Working conditions – Office setting with:

• Ability to lift up to 25 pounds
• Ability to perform administrative duties, typing, filing, bending over to low files, reaching high files
• Ability to sit for extended time periods

Work Schedule: 8:30 a.m. – 4:30 p.m. Monday through Friday

Equipment Used: Telephone, photocopier, fax, computer, printer, calculator, scanners and other equipment as required

Starting Salary: Negotiable depending on qualifications. Benefits include health, dental and life insurance, retirement and paid time off.

Preferred start date is September 1, 2020.

Application process: Please provide a resume and letter of interest by July 28, 2020 to:

Attleboro Retirement Board
Government Center
77 Park St.
Attleboro, MA 02703

auditor@cityofattleboro.us

The Attleboro Contributory Retirement System is an equal opportunity employer