Fairhaven Retirement System

40 Center Street

Fairhaven, MA. 02719

Phone: 508-979-4023 ext. 8121

Fax: 508-993-9486

 **Position**

**Retirement Administrator**

**Primary Purpose:**

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

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

* General working knowledge of Chapter 32 and PERAC Rules & Regulations
* Knowledge of TACS RET 32 Retirement Program
* Future Conversion from TACS RET 32 Software to PTG Retirement Program
* 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, stationary and office supplies
* Processing disability applications
* Acquiring medical records of disability applicants, reviewing and submitting to board and board attorney for review.
* Submitting disability applications 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, retirees and the Board
* Overseeing and coordinating the election of Board members
* Preparing for monthly Board meetings, gathering and providing information to the Board, and establishing the agenda
* Posting meeting agendas
* Maintaining open and executive session minutes
* Preparing the annual expense budget for approval by the Board
* Working with the Investment Manager to schedule annual reviews
* Processing monthly payroll for Board, staff and retirees
* Reconciliation of monthly cash books and submitting to PERAC
* Implement the terms of QDROS (Qualified Domestic Relations Orders)on file
* Depositing weekly cash receipts with the Town Treasurer’s office
* Importing, posting and balancing member deduction files monthly
* Preparing and distributing member annual statements
* Preparing and submitting data to the Board’s actuary
* Providing the Town auditor’s with requested information
* Processing the transfer of fund notices to the Town Treasurer 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

**Recommended Minimum Qualifications:**

Education, Training and Experience:

A high school diploma is required (Associates preferred) and at least 3 years of professional municipal a retirement administration; or an equivalent combination of education and experience.

Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of the principles and practices of municipal retirement and of applicable provisions of the Massachusetts General Laws. Working knowledge of computer applications and financial management.

*Ability:* Ability to analyze and interpret financial data and to present findings clearly. Ability to establish and maintain cooperative relationships with Town officials and governmental representatives. Ability to communicate effectively in written and oral form. Ability to manage several projects at one time.

*Skill:* Office management skills. Highly developed skills in computer hardware and software. Aptitude for numbers and details. Excellent organizational skills. Strong customer service skills are crucial.

**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.*

While performing the duties of this job, the employee is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 15 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

**Supervision:**

*Supervision Scope:*  Performs highly responsible functions of a complex and technical nature requiring a high degree of professional judgement and initiative in ensuring that all municipal financial transactions conform to law and to professional standards as well as in formulating decisions regarding policies, procedures, operations and plans at the department level.

*Supervision Received:* Works under the general direction of Fairhaven Retirement Board

*Supervision Given:* N/A

**Job Environment:**

* Work is performed under typical office conditions. Work environment is moderately noisy. Incumbent required to attend evening meetings.
* Operates computer and general office equipment, such as calculator, copier, facsimile machine and telephone.
* Makes frequent contacts concerning matters with Town departments and boards, vendors, auditing firms, and relevant state officials and agencies. Makes frequent contact with the general public. Contacts require considerable skill in negotiating and resourcefulness and discretion in influencing decisions and behavior of others.
* Has access to department-related confidential information including bid proposals, contracts, negotiating positions, department personnel records, as well as sensitive Town financial information.
* Errors are difficult to detect and could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, and/or deterioration of the Town’s financial position; errors may also result in legal ramifications.

*(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)*