

Retirement Board Administrator

Job Description

Position Summary

The Administrator of the Montague Retirement Board is responsible for the efficient and economic management of the Retirement System and must maintain all books and records in accordance with PERAC 840 CMR rules and regulations.

The Administrator works under the general supervision of the Retirement Board. Performs all required and regular duties on own initiative, exercising good judgment and extreme accuracy. The position has fiduciary responsibility to the system.

Key Responsibilities

The Administrator performs varied and complex duties pertaining to the function of the Retirement System. 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. The position is responsible for all clerical and basic office duties in addition to the duties listed below.

The Administrator will maintain a thorough knowledge of Massachusetts General Law Chapter 32 public pension law, regulations of the Public Employee Retirement Administration Commission (PERAC), and federal and state regulations including the Division of Administrative Law Appeals (DALA), the Contributory Retirement Appeal Board (CRAB), the Internal Revenue Service (IRS) and Department of Revenue (DOR) as they may relate to Chapter 32 retirement benefits.

Financial & Accounting

- Process retiree payroll and maintain accurate payroll and deduction records
- Ensures accuracy of Governmental Unit payrolls and proper recordkeeping
- Reconcile accounts monthly and maintain financial records
- Prepare warrants, review invoices, and manage bill payments
- Present monthly financial updates to the Board

Budget & Administration

- Prepare annual budget and all pertinent PERAC reports
- Coordinate funding notices to governmental units upon notification from PERAC.
- Manage approved purchases and office operations

Membership Services

- Maintain member records and track employee status changes
- Calculate interest and provide annual statements
- Process refunds and ensure eligibility compliance
- Provide retirement counseling and support in completing application
- Ensure compliance with Massachusetts Public Records Laws

Disability & Benefits Administration

- Manage disability applications and required documentation (from member, department heads, medical records, etc.)
- Coordinate medical panels and PERAC submissions

Reporting & Compliance

- Prepare annual financial and actuarial reports
- Ensure compliance with laws, regulations, and Board policies

Board Support

- Coordinate meetings, agendas, and minutes
- Implement Board decisions and maintain records
- Ensure compliance with Massachusetts Open Meeting Law

Working Conditions

- Perform complex administrative work in a multi-task office environment
- Handle confidential information with discretion
- Communicate with members, staff, and agencies
- Communicates with attorney on behalf of the Board and the members when appropriate
- Attend training and professional development as required

Physical Requirements

- Varying physical effort required under typical office conditions includes regular sitting, talking, walking, and mental concentration for extended periods
- Intermittent moderate effort required for tasks such as moving files, books or other materials
- Hearing/speaking ability requirements include telephone duties and the ability to interact with others

Qualifications

- Minimum 3 years of relevant experience or equivalent combination of education and training
- Government pension or financial system experience preferred
- Strong communication and organizational skills
- Proficiency in common office software and Baystate Pension Software preferred
- Final candidates must complete a Massachusetts Criminal Offender Record Information (CORI) check as a condition of employment.
- One year probationary period