

# **MONTAGUE RETIREMENT BOARD**

**One Avenue A**

**Turners Falls, Massachusetts 01376**

**Phone: 413-863-3200 ext. 111**

**Fax: 833-719-1294**

**[retirement@montague-ma.gov](mailto:retirement@montague-ma.gov)**

## **Montague Retirement Administrator**

**The Retirement Administrator is responsible for the daily administration of the Montague Retirement System, a municipal retirement system with a membership of approximately 500 active, inactive and retired members.**

**A successful candidate must possess excellent oral and written communication skills to effectively explain retirement law complexities and strategies to the retirement system membership and to interact with the system's actuary and other financial institutions to assure the accuracy of the system's financial reporting. Must have the ability to conduct Retirement Board meetings and present various matters concisely and accurately to the members of the Board.**

**Candidate must possess knowledge of general business and accounting principles and practices, preferably with experience working in or knowledge of a M.G.L Chapter 32 public retirement system. Knowledge of and experience with Bay State Pension Software, or PTG retirement software, is preferred. Must be proficient in the use of Microsoft Office applications. Excellent accounting, communication and organizational skills are required.**

**35 hours per week, Monday – Thursday. Salary range \$73,290 – \$95,600 commensurate with experience. Benefits include health/dental/life insurance, vacation/personal/sick leave accruals, optional 457(b) plan, non-union position.**

**To apply for this position, please submit a letter of interest, resume and 3 references by Friday June 5, 2026 at 4pm, or until the position is filled, via email to [retirement@montague-ma.gov](mailto:retirement@montague-ma.gov),**

**Please note: All interviews will be held in an open, public meeting.**

**For full job description:**

**[https://montague-ma.gov/files/Montague\\_Retirement\\_Admin\\_Job\\_Description\\_2026.pdf](https://montague-ma.gov/files/Montague_Retirement_Admin_Job_Description_2026.pdf)**