



RETIREMENT ADMINISTRATIVE ASSISTANT

The Town of Reading, Massachusetts

37.5 HOURS PER WEEK - \$45,000 - \$50,000

The Reading Retirement Board is seeking a qualified individual to assist in the administration of the retirement system. This individual would work under the supervision of the Retirement Administrator and the Reading Retirement Board.

Responsibilities include:

- Maintaining a complete set of records on members and retirees in our computer software system. Currently using Pension Technology Group (PTG).
- Inform members and retirees of their benefits and rights under the retirement law including calculations of various types of retirement benefits and death benefits.
- Assure all members contributions are properly credited, transferred and posted.
- Calculate creditable service, make up payments, refunds/rollovers and benefits using Excel
- Prepare and process retirees' monthly retirement allowance payroll and annual 1099R's in accordance with IRS tax laws using our current computer software system - PTG.
- Prepare and process monthly accounts payable warrant.
- Implement the provisions of Mass. General Laws, Chapter 32, Public Employee Retirement Administration Commission regulation 840 CMR, and retirement board policies to retirement benefits.
- Perform the functions and duties of the Retirement Administrator in her absence.
- Attend multi-day conferences and seminars within Massachusetts. This may include 1 overnight conference.
- Greet visitors and answer phones
- Other related duties as assigned by the Board or Administrator

Qualifications:

Interested individuals must have strong mathematical, organizational, computer, bookkeeping and reconciliation skills. Spreadsheet software experience required (such as excel.) Strong interpersonal and communication skills required for interactions with retirees, employee members, and government co-workers. Must maintain a strict level of confidentiality.

Knowledge of M.G.L. Chapter 32, PERAC regulations and PTG computer software desirable. Bachelors degree and three years of financial experience preferred (e.g., bookkeeping, payroll, finance etc.) or any equivalent combination of education and experience.

Resume and Employment Application Form required. Download application from the Reading Retirement Webpage on the Town of Reading website www.reading.ma.gov or e-mail cloughlin@ci.reading.ma.us. Please mail applications and resumes to Colleen Loughlin, Retirement Administrator, Reading Retirement Board, 2 Haven St, Unit 307, Reading, MA 01867. Position open until filled. EOE