



RETIREMENT ADMINISTRATIVE ASSISTANT

The Town of Reading, Massachusetts

37.5 HOURS PER WEEK - \$45,000 - \$54,900

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:

- Implements the provisions of Mass. General Laws, Chapter 32, Public Employee Retirement Administration Commission regulation 840 CMR, and retirement board policies to retirement benefits.
- Performs the functions and duties of the Retirement Administrator in her absence.
- Maintain a complete set of records on members and retirees to Pension Technology Group (PTG) computer software modules.
- Inform members and retirees of their benefits and rights under the retirement law including calculations of various types of retirement benefits and death benefits.
- Assures all members contributions are properly credited, transferred, calculate creditable service, make up payments, refunds/rollovers.
- Prepare and process retirees' monthly retirement allowance payroll and annual 1099R's in accordance with IRS tax laws.
- Prepare and process monthly accounts payable warrant.
- Must be willing to attend multi-day conferences and seminars.
- Other related duties

Qualifications:

Interested individuals must have strong mathematical, interpersonal, organizational, communication, computer and bookkeeping skills. Must maintain a strict level of confidentiality. Knowledge of M.G.L. Chapter 32, PERAC regulations and PTG computer software desirable. Bachelors degree and five years of administrative experience preferred, or any equivalent combination of education and experience.

Resume and Town Application Form required. Download application from the Town of Reading website or e-mail cloughlin@ci.reading.ma.us. Call 781-942-9007. Please mail applications and resumes to Colleen Loughlin, Retirement Administrator, Reading Retirement Board, Town Hall, 16 Lowell Street, Reading, MA 01867. Position open until filled. EOE