

**Town of Webster
Webster Retirement Board
Retirement Administrator**

Official Title:

Retirement Administrator

- This position is permanent full-time with benefits (up to 32 hours per week)
- Reports directly to the Webster Retirement Board (5 members)
- Anticipated hours are Monday through Thursday 8:00 a.m. to 4:30 p.m.

Duties:

The Retirement Administrator shall be responsible for the management of the System's day-to-day operations, including but not limited to the oversight of the System's financial operations, the System's assets investment, the administration of retirement benefits, the procurement of supplies and services, and the supervision of employees, consultants and vendors. The Retirement Administrator shall be responsible for insuring that the retirement system operates pursuant to Massachusetts General Law Chapter 32, and the Public Employee Retirement Administration Commission's ("PERAC") promulgated Rules and Regulations and Board policies.

Functions and Responsibilities:

The Retirement Administrator shall attend all Board meetings; ensure the proper posting of meeting notices, assemble all documents necessary for Board meetings and shall prepare meeting packets for each Board member. The Retirement Administrator shall be responsible to ensure that Board meetings are properly recorded and meeting minutes posted timely, that all required hearings are held in accordance with the requirements of the Open Meeting Law and PERAC regulations and shall insure the proper implementation of all Board votes.

The Retirement Administrator shall be responsible for the oversight of the System's financial management, including but not limited to the preparation and maintenance of all financial records, including the general ledger, reconciliation, cash receipts, cash disbursements, journal, payroll and trial balance. The Retirement Administrator shall insure that all financial reporting is done in accordance with PERAC's rules and regulations and that Annual Statement shall be filed timely. The Retirement Administrator shall insure that benefit, vendor, tax and other payments are made timely and in accordance with all applicable laws, rules and regulations. The Retirement Administrator should have working knowledge of Microsoft Word and Excel computer programs and be able to learn and proficiently use the System's PTG retirement software.

The Retirement Administrator shall insure that all retirement system members are provided prompt, correct and appropriate retirement counseling and that all member annuity savings accounts are properly recorded, transferred or refunded as appropriate. The Retirement Administrator shall be responsible to ensure that all member files are complete and proper documentation is received and recorded and that all statements are issued timely and in accordance with all applicable laws, rules and regulations. The Retirement Administrator shall be responsible for the proper calculation of retirement benefits, shall insure the proper recording of retiree accounts, the timely payment of retirement and survivor benefits, and the timely issuance of tax statements. The Retirement Administrator will be responsible for and oversee all Request for Proposals in compliance with applicable laws and regulations.

The Retirement Administrator shall have a strong math and accounting/bookkeeping background. The Retirement Administrator should have significant executive management experience and a general understanding of the federal and state laws, rules and regulations that apply to a public body. The Retirement Administrator must have strong analytical skills and attention to detail, and the ability to troubleshoot and resolve issues. The Retirement Administrator should possess the knowledge and experience necessary to manage a governmental entity, including an understanding of the laws, rules, regulations and practices associated with the Open Meeting Law, the Public Records Laws, the Ethics and Conflict of Interest Laws, the Procurement Laws, Employment Laws, and all other laws, rules and regulations that customarily apply to public bodies and, specifically to public retirement systems in Massachusetts.

Qualifications:

- Bachelor's degree in finance, accounting or business management
- At least 5 years retirement plan administration experience, preferably defined benefit experience or the equivalent
- Knowledge of MGL 32 and PERAC regulations
- Must possess leadership, technical skills, proven strong oral and written communications skills
- Must possess the abilities to schedule, meet and maintain daily, monthly, quarterly and annual deadlines
- Must possess the abilities to maintain the integrity of financial and individual retirement records
- Must have experience with preparation of payroll and payroll tax returns, bank reconciliation and analysis of investment reports
- Knowledge of PTG or similar retirement plan record keeping software and spreadsheet applications

Hiring Salary Range:

\$54,000 - \$59,000, negotiable depending on qualifications and experience

Application Deadline:

October 15, 2018, or until a suitable candidate is found

To Apply:

Please submit cover letter, resume, employment application and credit rating from a known rating service to:

Town Accountant
Town of Webster
350 Main Street
Webster, MA 01570

Or, email to tbell@webster-ma.gov

The Webster Retirement Board is an Equal Opportunity Employer

Webster Contributory Retirement System

350 Main Street, Webster, MA 01570
(508) 949-3800

Application for Employment (please print or type)

The Webster Contributory Retirement System (System) recognizes the right of an individual to work and to advance on the basis of merit, ability and potential without regard to race, sex, color, mental or physical limitation, religious creed, national origin or ancestry, age, veteran status, sexual orientation, marital status or maiden name, or political affiliation.

PERSONAL INFORMATION				
Date of Application: / / How did you hear of this position opening?				
Position Applied for and Department:				
Availability (full-time, part-time, seasonal):				
Full Name (first, middle, last):				
Address (street/city/state/zip):				
Home Phone: ()		Work Phone: ()		
Have you ever been employed with the System or the Town of Webster before? NO () YES ()				
If YES, please provide:				
Title of Position Held:		Termination Date:		
Reason for Leaving:				
List your relatives who currently work for the System or the Town of Webster:				
Name	Department	Relationship		
If you are under 18 years of age, can you provide required proof of your eligibility to work? NO () YES ()				
Are you a citizen of the United States? NO () YES ()				
If NO, can you provide proof that you are eligible to work in the United States, in accordance with the Immigration Reform and Control Act? NO () YES ()				
EDUCATION				
Circle the highest grade completed: 5 6 7 8 9 10 11 12 College: 1 2 3 4 5 6 6+				
	School (name, city, state)	Diploma/Degree	# Years Completed	Course of Study Major/Minor
High School/GED		Yes () No ()		
Undergraduate College/University		Yes () No ()		
Graduate College/University		Yes () No ()		
Other Education, i.e. Technical, Business		Yes () No ()		

MILITARY SERVICE

Have you ever served in the U.S. Armed Forces? YES () NO ()

If YES, what branch?

Type of Discharge: _____ Date of Discharge: _____

Describe any training which would be relevant to the position for which you are applying:

SPECIFIC SKILLS

List technical/professional licenses or certifications you hold:

List office machines, heavy equipment, vehicles and other machinery you can operate:

Indicate any specialized training you have received:

DRIVER'S LICENSES

List all unexpired motor vehicle operator's licenses you hold:

License #	Issuing State	Expiration Date	License Type
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REFERENCES

List three (3) professional references:

Name and Occupation	Full Address	Phone Number	Relationship
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REFERENCES

List three (3) personal references who are not former employers or related to you:

Name and Occupation	Full Address	Phone Number	Relationship
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PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY

CERTIFICATION AND AGREEMENT

PLEASE READ CAREFULLY BEFORE SIGNING

I CERTIFY that all entries on this application for employment, and attachments, are true and complete, and, that I understand that any falsification of information herein, material half-truths, misstatements or omissions, regardless of their time of discovery, may cause forfeiture on my part to any employment with the System and/or the Town of Webster. I understand that all information on this application is subject to verification and I consent to the contacting of references, former employers and educational institutions regarding this application.

I AUTHORIZE the System to obtain any information from schools, employers, or individuals relating to my activities. This information may include, but is not limited to: academic, achievement, performance, attendance, personal history, disciplinary. Further, I hereby authorize all references, persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume or other documents supplied by me) to provide the System any relevant information that may be required to arrive at an employment decision. I understand that the information release is for the System's and Town of Webster's use only.

I RELEASE any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may, at any time, happen to me as a result of compliance and/or attempts to comply with this authorization.

Applicant's Signature

Date

**THE WEBSTER CONTRIBUTORY RETIREMENT SYSTEM
IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**