



Haverhill Retirement System

4 Summer Street, Room 303
Haverhill, MA 01830

Tel: (978) 374-2358
Fax: (978) 374-2353

January 25, 2021

PLEASE POST ANTICIPATED OPENING

POSITION: **Retirement Assistant**
Haverhill Retirement System

HOURS OF WORK: **Regular office hours:** Monday – Wednesday and Thursday 8:00 a.m. – 4:00 p.m.
Tuesday 8:00 a.m.- 7:00 p.m. and Friday 8:00 a.m.- 12:00 Noon

SALARY: **\$853.18/week-\$1,109.45/week** (per union contract (steps))

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Manages the retirees' payroll, including monthly processing and reconciliation, calculating the annual cost-of-living increases, and working with human resources to ensure proper (health and life insurances are deducted on behalf of each retiree). Generates year end 1099R's for retirees, survivors and DRO's. Works with retirees on a daily basis, aiding them with information for Social Security, housing, banking and other matters. Responsible for overseeing the 3(8)(c)'s for the Haverhill Retirement System and also supplying the Treasurer/Collector with the necessary information for health insurance billing to other towns/cities. This position requires the handling of confidential information.

SUPERVISION RECEIVED:

Works under the general supervision of the Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administers Retirement System Payroll:

- Maintains retiree payroll database and inputs retiree payroll, cost-of living increases, health and life insurance deductions and garnishments.
- Prepares and reconciles monthly payroll adjustments relative to taxes, retroactive payments and all payroll deductions.
- Verifies, enters and transmits Direct Deposit information for retirees' payroll.
- Researches retiree deaths and adjusts payments accordingly.
- Verifies with the Mass DOR for lien status on all new retirees.
- Prepares monthly retirement allowance report and reconciles to payroll.
- Responsible for reconciliation and issuing retiree 1099R's.

Reporting and Verification:

- Bi-annually sends out dependent affidavits and monitors allowances paid.
- Aids retirees with social security requests for public pension information.
- Provides proof of income letters for retirees upon request.
- Update and verify bi-annual State reimbursements of COLA.

Operations:

- Answers main phone line and distributes calls as appropriate.
- Responsible for member/retiree customer service.
- General correspondence and retiree requests (ie. Change of address, etc.).
- Maintains all supplies for office and staff.
- Monitors, bills and disburses 3(8)(c) information.
- Reports healthcare reimbursement information to Treasurer/Collector.
- Scanning of pertinent retirement documents.
- Aids members/retirees with retirement software portal.
- Develop and implement E-mail database.
- Support and promote PTG Self Portal on Retirement website.

Performs additional duties and backup as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

MINIMUM AND PREFERRED QUALIFICATIONS:

Minimum qualifications are: Three years of public retirement experience, knowledge of MGL Chapter 32 and PTG Software. Preferred qualifications are: A Bachelor's Degree in Accounting or a closely related field, two years of public retirement experience, knowledge of MGL Chapter 32 and PTG Software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus. Attendance is required.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of the job, the employee regularly occasionally works in outside weather conditions. The employee is occasionally exposed to hot/cold and/or humid conditions. The noise level in the work environment is usually quiet while in the office.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

CLOSING DATE: Open until filled.

**PLEASE SUBMIT COVER LETTER &
RESUME BY MAIL OR E-MAIL TO:**

**David Van Dam, Administrator
Haverhill Retirement System
4 Summer Street Room 303
Haverhill, MA 01830
dvandam@haverhillretirement-ma.org**

The Haverhill Retirement System is an Equal Opportunity/Affirmative Action Employer.