

CITY OF BROCKTON CONTRIBUTORY RETIREMENT

**Job Description**

**Job Title:** Administrative Assistant/Retirement Analyst (CONFIDENTIAL EMPLOYEE)  
**Department:** Retirement  
**Location:** 1322 Belmont Street, Suite 101, Brockton, MA  
**Hours:** Monday through Friday, 8:30-4:30  
**Salary Range:** \$60,000 - \$80,000 depending on experience and skill set  
**Reports to:** Executive Director  
**Date:** January 2021

**SUMMARY:**

Maintains accurate retiree payroll database. Assists in coordinating enrollment and participation in active membership and retirement, and the maintenance of accurate annuity database. Processes Public Employee Retirement Administration Commission (PERAC) forms in compliance with Chapter 32, and 840 CMR. Provides information and general benefit guidance to membership in accordance with Chapter 32, and Brockton Retirement Supplemental rules and regulations. Candidate must have strong technical and analytical skills.

**ESSENTIAL DUTIES and RESPONSIBILITIES** include the following.

**Payroll/Account Payable:**

- ❑ Prepare, reconcile, and generate monthly payroll for @ 1,300 retirees, ensuring all accuracy of relevant benefits and withholdings; produce various reports and checks for Treasurer's office
  - Adjust payrolls annually for Cost-of-Living Adjustments, and Health Benefit increases/decreases
- ❑ Create and transmit direct deposit file and verify acceptance by financial institution; make necessary direct deposit account changes upon notification from banks
- ❑ Communicate with the City Human Resource Department to ensure eligibility and premium pricing for Health and Life Insurance.
- ❑ Prepare monthly vendor warrant, checks and ACH file, record transactions in the general ledger
- ❑ Act as procurement agent for non bid purchases
- ❑ Prepare annual 1099Rs

**Benefit Administration:**

- ❑ Respond to member/retiree inquiries and provide general guidance regarding benefits. Assist in accurately completing PERAC required forms

**Record Maintenance:**

- ❑ Maintain accurate demographic information in retiree accounts, and member annuity accounts
- ❑ Ensure accuracy of active members' retirement payroll deductions
- ❑ File hard copy information alphabetically
- ❑ Review Disability documentation, create scanned records for relevant applications and forward to Board Counsel
- ❑ Post relevant documentation to PROSPER
- ❑ Communicate effectively with Department Heads and Legal Department to gather workers' compensation and 1-11F information.
- ❑ Create and Maintain scanned records in Retirement Database

*(Annual)*

- ❑ Audit Group 4 employees, and notify of age limitations per 840 CMR 12.00
- ❑ Maintain accurate schedule, collect revenue, and generate billings as required by C. 32 s. 3(8)(c)
- ❑ Assist Executive Director in maintaining record retention schedules in accordance with the Attorney General's office
- ❑ Assist Executive Director with year-end reports if needed

**Other Duties:** *(in absentia of other staffers)*

- ❑ Produce retirement estimate calculations per request
- ❑ Calculate and update annuity information regarding make-ups, buybacks, and transfers to and from another system
- ❑ Draft monthly Board agenda and coordinate addenda
- ❑ Additional duties may be assigned as needed

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in the time-frame allotted by the Executive Director. The individual must maintain regular and steady attendance. The individual must possess outstanding interpersonal skills, excellent technical and analytical skills, and have proven oral and written communication skills. The individual must maintain a strict level of confidentiality.

**EDUCATION and/or EXPERIENCE:**

Prior experience with M.G.L. Chapter 32, or a defined benefit pension plan preferable. Bachelor's Degree in Accounting or a closely related field if no chapter 32 experience. Five years general office experience required.

**LANGUAGE SKILLS:**

Ability to communicate technical information to non-technical audiences. Ability to write routine correspondence without supervision.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide using whole numbers, common fractions and decimals. Strong ability to resolve problems and assure accuracy of information. Errors can result in legal ramifications and/or monetary loss.

**TECHNICAL SKILLS:**

Skilled in applications of Microsoft Office Suite, **excel skills required**. Familiarity with PTG Retirement Software preferred, and Microsoft "Publisher" a plus. Ability to operate a ten-key adding machine and copy machine. Website skills a plus.

**PHYSICAL DEMANDS and WORKING CONDITIONS:**

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. Employee must have the ability to reach, move, and lift up to twenty-five pounds.

The noise level in the work environment is usually low to moderate. Professional or business casual dress code is required.

**OTHER TESTING/LICENSES REQUIRED:**

A Criminal Offender Record Information (CORI) query is required.

The position will not be filled until February 15, 2021 to allow potential candidates time to apply, however, the position will remain open until filled with the candidate who possess strong technical and analytical skills.

Submit Cover Letter and Résumé via U.S. Post and/or email:

Emails must have JOB OPENING under the subject field:

[jmartineau@brocktonretirement.com](mailto:jmartineau@brocktonretirement.com)

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