



CITY OF TAUNTON
Contributory Retirement System
Address: 104 Dean St., Suite 203
Taunton, Massachusetts 02780
Tel (508) 821-1052 Fax (508) 821-1063
www.tauntonretirement.com

**BOARD OF
RETIREMENT**

Chairperson:

Ann Marie Hebert, City Auditor

Elected member: Dennis M. Smith

Elected member: Thomas A. Bernier

Mayoral appointee: Gill E. Enos

Board appointee: Barry J. Amaral

STAFF

Executive

Director:

Paul J. Slivinski

Taunton Retirement Board Job Posting
Assistant Executive Director
Salary range \$70,000 - \$78,000

Primary Purpose:

To assist the Executive Director in the daily administration of the retirement system and supervision of staff.

Primary Duties & Responsibilities:

1. **Payroll/Financial:**

- Salary payroll warrant, vouchers, checks
- Vendor accounts payable warrant, vouchers, checks
- Retiree payroll warrant, voucher, checks & vendor end-checks, NOD's, deductions for taxes & insurance. Direct deposit file and related items. Calculate cost-of-living adjustments.
- Monthly reconciliation of Retirement Allowance Paid balances with general ledger
- Year-end reconciliation of retirements & refunds paid for processing of IRS form 1099R

2. **Accounting:**

- Weekly deposit reconciliation.
- Bank statement reconciliation for checking account.
- Pooled fund statement processing for investments including posting to PTG, spreadsheets, and reporting to PERAC monthly.
- Entry and processing of Cash receipts, disbursements, journal entries and general ledger.

3. **Withdrawals from retirement system:**

- Calculate & process refunds to members
- Calculate & process transfer of member accounts to other retirement systems.

4. **Calculations:**

- Superannuation retirement calculations
- Domestic relations order calculations
- Ordinary & Accidental disability retirement calculations
- Survivorship calculations
- Dependent allowance calculations
- Makeups & Buybacks for non-membership service and previously refunded service

5. **Retirement Board Meetings:**

- Assist with preparation of the monthly agenda and related items

- Attend monthly meeting and record the minutes of the meeting
 - Maintain minute book for regular & executive session meetings
6. **Supplementary Schedule for member's annuity savings accounts:**
- Monthly reconciliation of all deductions-in, transfer-in & makeup's, transfer-outs & refunds, transfer to other funds, etc. Process annual annuity statements to all members.
7. **PERAC PROSPER system:**
- Assist with Procurements and Requests-for-proposals.
 - Assist with uploading disability applications, scheduling medical panel exams, and transmittals to PERAC.
8. **Miscellaneous:**
- Code and maintain all retiree/survivor data into PTG computer system;
 - Monitor deaths of members and retirees and perform related calculations and processes;
 - Calculate estimates for regular retirement, disability & survivorships;
 - Reconcile state COLA reimbursement reports quarterly
 - Calculate veterans military service credit and makeup payments – verify DD214 military service form with Veteran's office to establish correct active duty time;
 - Process pension reimbursements & disbursements under section 3(8)c with other systems;
 - Assist with actuarial data cleanup on retirees & survivors;
 - Assist with board elections;
 - Monitor power of attorney's and coordinate listing with treasurer's office;

General skills and requirements:

- Experience with Pension Technology Group (PTG) pension software
- Proficiency with Microsoft Office applications – MS Word, MS Excel, PowerPoint
- Excellent interpersonal skills including strong oral and written communication skills
- Strong supervisory skills
- Working knowledge of Mass. General Law Chapter 32 & PERAC Regulations 840 CMR.
- Ability to lift up to twenty-five (25) lbs.
- Ability to use office equipment such as: copier & scanner, desktop computer, mail postage machine, mail inserter machine, calculator, facsimile, telephone system, etc.
- Strong consideration will be given to candidates with a college degree in accounting/business and/or equivalent experience.

Work Schedule: 35-hours per week. 8:00 a.m. to 4:00 p.m. Monday, Wednesday, & Thursday; 8:00 a.m. to 7:00 p.m. Tuesday; and 8:00 a.m. to 12:00 noon Friday.

Starting Salary: Negotiable depending on qualifications and experience. Fringe benefits include pension, health, dental, life insurance, and paid vacation-sick-personal leave.

Application Process: Please provide a resume and letter of interest by **July 31st, 2020** to:

Taunton Retirement Board
104 Dean St., Suite 203
Taunton, MA. 02780
pslivinski@taunton-ma.gov

The Taunton Retirement Board is an equal opportunity employer