



Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the full-time position of:

Retirement Board Assistant

for the

Retirement Board

Applicants must submit a cover letter and resume to the Belmont Retirement Board at belmontretirement@gmail.com no later than **Monday, May 16, 2016**.

Acting under the direction of the Executive Director of the Belmont Retirement System, the Retirement Assistant will assist the Executive Director in the daily administration and operations of the retirement office. The Retirement Assistant must maintain a thorough knowledge of Massachusetts General Law Chapter 32, current regulations of the Public Employee Administration Commission (PERAC) and Belmont Retirement Board Supplemental Regulations and Policies and Procedures.

Essential Duties:

- Address member and retiree inquiries: provide retirement estimates and correspondence including contribution balances, retirement benefit verification for Social Security, etc.
- Update member records with changes of address, beneficiaries, etc.
- Calculate buybacks of service and monitor completion of installment plans
- Maintain records and correspondence for section 3(8)(c) billing and payments
- Update state COLA reimbursement reports
- Counsel, enroll, and enter data for new members into retirement software
- Counsel and update information for terminating members
- Process transfers-in from other systems
- Process applications for withdrawal and transfers to other systems
- Provide estimates and process correspondence for members continuing in employment over age seventy years
- Process letters to members who have been inactive for two years
- Process retiree affidavits
- Process dependent verification
- Manage disability application process
- Attend educational and training seminars as required

- Monitor Workers Compensation benefits awarded to active members of the retirement system.
- Support the executive director in conducting retirement board member elections, managing the mailings and voter list
- Attend educational and training seminars as required

Secondary Duties:

Performs other related duties as prescribed by the Executive Director, Retirement Board Members, Massachusetts General Laws and PERAC.

Preferred Education and Experience:

- Bachelor's degree preferred
- Knowledge of G.L. Chapter 32 and 840 CMR
- Strong computer skills, including Microsoft Office Word and Excel
- Excellent organizational and problem solving skills
- Excellent verbal and written and communication skills
- Ability to work independently and as part of a team

Work Schedule:

This is a full-time position (37.5 hours per week)

Hiring salary range: \$50,000 to \$60,000, subject to experience and qualifications

Please submit a cover letter and resume via email to:

belmontretirement@gmail.com

Subject line: Retirement Assistant

Application deadline: Monday, May 16, 2016