



REVERE RETIREMENT SYSTEM

14 Yeamans Street, Unit C2, Revere, MA 02151

Telephone (781) 286-8173 Fax (781) 286-3316

Retirement Board

Richard Viscay, Chair

Gennaro Cataldo

Ida Cody

James Cullen

Sean Manion

The Revere Retirement Board is seeking an experienced, qualified professional for the position of Assistant Director. Under the general supervision of the Executive Director, the Assistant Director performs administrative and operational functions of the Revere Retirement System in compliance with M.G.L. Chapter 32 and applicable regulations under the direction of the Revere Retirement Board.

Job Title: Assistant Director

Location: Revere Retirement Office

Hours: Monday: 8:00am – 7:00 pm

Tuesday – Thursday: 8:00 am – 5:00 pm

Friday: 8:00am – 12:00 pm

Salary/Benefits: \$34.98 – \$38.75 per hour, with experience. Excellent benefit package, plus Education Incentive Stipend

Reports to: Executive Director

ESSENTIAL FUNCTIONS

- Preparation and processing of monthly retirement payroll, monthly financial reports, and annual 1099s.
- Calculate retirement allowances, creditable service, makeup payments, refunds/rollovers, and service liability.
- Processes enrollment of new members and requests transfers of accounts from other systems when necessary.
- Assures members contributions are properly credited and posted.
- Maintain a complete set of physical and electronic membership files, overseeing the preparation of new files and scanning of documents.
- Manages annual affidavit and annual member statement processes.
- Maintains confidentiality of records.
- Provides membership service by greeting visitors, answering phones, responding to member requests, and counseling members.

- Maintain a thorough knowledge of Massachusetts Retirement Law, regulations and various legal cases which impact the retirement system; attends educational seminars and presentations.
- Performs duties of the Executive Director in their absence.
- Completes all tasks or special projects as assigned by the Board or Executive Director.

Recommended Minimum Qualifications

Education:

Bachelor's Degree is preferred.

Experience:

Experience with a public pension system or other relevant experience.

PHYSICAL DEMANDS

Ability to view computer screens and work with details for extended periods of time. Capability for both verbal and written communication. Vision and hearing at or correctable to typical ranges.

Reasonable accommodation for individuals with disabilities will be provided.

WORK ENVIRONMENT

Work is generally performed under typical office conditions with noise from office equipment and little exposure to occupational risks.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law. The listed terms, conditions and offers aren't contractual bindings.

Please send resumes to Scott Provensal at sprovensal@revere.org or mail to 14 Yeamans St., Unit C2, Revere, MA 02151