

Seeking Assistant Retirement Administrator (full-time)

Salary/Hours: \$65,000-\$75,000 annually, 39 hours per week includes benefits.

Reports to: Administrator and Board

The Revere Retirement Board is seeking a qualified individual to serve as the full-time Assistant Retirement Administrator. Education and experience as an accountant or similar required. Knowledge of MGL c. 32 preferred. Ability to effectively communicate with members, vendors and others verbally and in writing required.

Duties and Responsibilities include but are not limited to:

- Perform accounting work.
- Maintain a complete set of records on members and retirees in our files and computer software system, prepare new member files and oversee scanning of files and documents. Enter relevant data into data base, request transfer of funds and follow through with transfers. Assure all members' contributions are properly credited, transferred and posted.
- Preparation and processing of retirees' monthly retirement allowance payroll, monthly financial reports and annual 1099Rs.
- Manage annual affidavit and annual member statement processes.
- Preparation and processing of monthly expense, staff payroll, and accounts payable warrants and prepare all checks.
- Calculate retirement allowances, creditable service, service purchases, make up payments, refunds/rollovers and service liability.
- Inform members and retirees of their benefits and rights under the retirement law including amounts of various types of retirement and death benefits.

- Seek new ways to improve efficiencies and recommend policy adjustments accordingly.
- Attend education meetings/seminars within Massachusetts.
- Greet visitors and answer phones. Respond to member requests.
- Maintain confidentiality of records.
- Perform special projects.
- Back up to the Administrator in his/her absence.
- Perform other related duties as assigned by the Board or Administrator.

Please apply with a cover letter and resume by **November 1, 2021** to:

Mr. Sandor Zapolin
Retirement Administrator
Revere Retirement Board
14 Yeamans St, Unit C-2
Revere, MA 02151

or szapolin@revere.org