

**NORTH ADAMS RETIREMENT SYSTEM
61 MAIN STREET, ROOM 247
NORTH ADAMS, MASSACHUSETTS 01247**

JOB OPENING

POSITION: Retirement Services Coordinator

SALARY: Commensurate with Experience
Range (\$13.00 - \$15.00) per hour

HOURS: Part time – 20 Flexible Hours per Week

BASIC PURPOSE:

The Retirement Services Coordinator will assist in the administration and operation of the Retirement System in compliance with the provisions of Massachusetts General Law, Chapter 32, § 1-102, State Regulations and Board Policy. Provide excellent customer service. Reports to the Board Administrator.

MAJOR RESPONSIBILITIES:

- Performs general office work; answers phones, distributes mail, drafts correspondence, order supplies, and acts as a go-to for general office help.
- Possess the ability to develop a perspective and understanding of the responsibilities of the system as well as the tasks immediately at hand. Contribute ideas and/or manpower when needed. Flexibility and the ability to prioritize.
- Post member deductions to PTG software and reconciles same to payroll reports.
- Prepare monthly vouchers and warrants. Process and track monthly disbursements
- Properly enroll new members.
- Assist with processing the monthly retirement payroll.
- Correspond with various Retirement Systems as needed.
- Attends workshops, training seminars, and conferences to acquire increasing knowledge of retirement issues.
- Performs other related duties as assigned or requested.

QUALIFICATIONS:

- Education, Training and Experience:
Associate degree in a business-related field, 1-2 years of relative experience in an office setting; or any equivalent combination of education and experience.
- Knowledge, Ability and Skill:
Knowledge: Capacity to provide exceptional customer service. Must possess strong computer skills including web-based software, proficiency in Microsoft Office and Outlook. Strong mathematical, analytical, interpersonal, organizational and communication skills required.

Ability: Ability to maintain effective working relationships with others. Must be accurate, thorough and well organized in working with detailed information; initiative to assure timely compliance with deadlines and resolution of pending matters. Ability to maintain tact and discretion in challenging situations and interactions with employees. Ability to maintain confidential information and to respond quickly to unexpected projects with short deadlines.

Skill: Strong organizational and interpersonal skills. Strong communication skills; demonstrates a highly proficient use of computers, office equipment, and other department specific computer applications.

Interested persons should submit a cover letter and resume to:

Beth A. Matson, Administrator
North Adams Retirement Board
61 Main Street, Suite 247
North Adams, MA 01247

Or via e-mail to: BethMatson@NorthAdamsRetirement.org
*Confirmation of email receipt will be sent

The North Adams Retirement Board is an Affirmative Action Equal Opportunity Employer.