

RETIREE SERVICES SPECIALIST

Hampshire County Retirement Board



THE ORGANIZATION

The Hampshire County Retirement System (HCRS) is the regional retirement system for the employees of cities, towns, districts and authorities located within Hampshire County, with the exception of Northampton and Easthampton. The Board's mission is to provide stewardship and financial integrity of the pension trust fund for the sole purpose of providing retirement benefits guaranteed by Massachusetts General Laws, Chapter 32 to the members and beneficiaries of the Hampshire County Retirement System. The Board's goals and objectives are to provide professional, prudent, and efficient administration of the Hampshire County Retirement System in order to ensure that every eligible member and beneficiary receives the correct pension benefit in full and on time.

SALARY AND BENEFITS. The Board offers an extremely competitive benefit and leave package. Salary is anticipated to be \$62,000 +/- depending on qualifications.

QUALIFICATIONS. Skills and competencies are the priority qualifications. A High School diploma required, additional training preferred. Three years of municipal or public sector payroll, benefit, or accounting experience preferred. The Board is an Equal Opportunity Employer and encourages all applications.

APPLICATION PROCESS

Please submit a cover letter and resume with your **LAST NAME** and **RETIREMENT** in the subject line to the Collins Center for Public Management email at recruitment.umb@gmail.com. Review of applications will begin February 14, 2023. Please contact Mary Aicardi, Collins Center for Public Management Lead Associate for HR at Mary.Aicardi@umb.edu. with any questions or to refer a colleague. *Please visit the Collins Center for Public Management website at www.umb.edu/cpm to learn more about the work of the Center.*

POSITION

The Hampshire County Retirement Board (Board) seeks a Retiree Services Specialist who will be responsible for administrative, financial record keeping and clerical work in assisting the Retirement Board Administrator to discharge the duties of the office.

ESSENTIAL FUNCTIONS INCLUDE:

- Provides extensive customer service to members, retirees and beneficiaries;
- Responds to requests for forms, documents and general information;
- Processes the monthly pension payroll which includes entering new retiree data and updating tax and insurance information;
- Ensures health insurance premiums are deducted and forwarded to employers;
- Processes survivor benefit payments;
- Provides data to PERAC for the annual 91A desk reviews for the Disability Retirements;
- Maintains federal tax data and prepares and processes 1099-R forms for retirees;
- Processes Member death benefits;
- Verifies the COLA Reports and reconciles to the bi-annual payment received from the State Retirement Board;
- Maintains detailed computer, database and paper files;
- Researches and generates reports as needed;
- Supports the Administrator as needed and works as part of the team;
- Cross trains to learn all aspects of the Retirement Board operations; and
- Performs a variety of related duties as required.

THE IDEAL CANDIDATE

The ideal candidate will have the following competencies:

- Strong administrative, clerical and mathematical skills
- Exceptional computer skills, including proficiency with Excel and data bases
- High degree of attention to detail and the ability to analyze data
- Extraordinary communication skills verbally and in writing
- Familiarity with payroll and accounting
- Ability to work as a team member in a small organization