



Job Title: Retirement Analyst

Immediate Supervisor: Retirement Administrator

Salary scale: \$42,000-\$49,500 (determined by education & years of service)

Hours: Minimum of 39 hours/wk

Based: Revere City Hall, Retirement System Office

Contract: Non-union position

DEPARTMENT OVERVIEW

The department and its board, serve the fiduciary interests of the Revere Retirement System and its members. It works toward ensuring compliance of requirements set forth under M.G.L. Chapter 32; the rules and regulation of the Mass. Public Employees Retirement Administration Commission (PEARC), its policies and established Supplementary Regulations of the Revere Retirement Board.

OVERVIEW OF POSITION

Under the direction of the Revere Retirement Administrator and the Retirement Board, the Analyst position will have routine interaction with its members and those qualifying for membership. Must be able to develop and foster relationships with membership and department leadership, communicate and manage time effectively while balancing multiple tasks simultaneously.

PRIMARY FUNCTIONS

Duties and Responsibilities include but are not limited to:

- Performing special projects, including scanning records and tracking of incoming and outgoing members.
- Assisting in assuring all members' contributions are properly credited, transferred and/or posted.
- Maintaining a complete set of records on members and retirees in our files and computer software system.
- Calculating creditable service, make up payments, refunds/rollovers and benefits.
- Assisting in preparation and processing of retirees' monthly retirement allowance payroll.
- Assisting in preparation and processing of monthly accounts payable warrant.
- Implementing the provisions of Mass. General Laws, Chapter 32, Public Employee Retirement Administration Commission regulation 840 CMR, and retirement board policies to retirement benefits.
- Attending seminars within Massachusetts.
- Greet visitors and answer phones.
- Make recommendations to improve procedures and systems.
- Seek new ways to improve efficiencies and recommend policy adjustments accordingly.
- Meet all deadline requirements timely.
- Ability to manage confidential information.
- Other related duties or special projects as assigned by the Board or Administrator.



MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree with minimum of 3 years relevant education and experience in accounting/bookkeeping. M.G.L. Chapter 32 and payroll experience a plus.
- Demonstrated proficiency with Microsoft Excel required
- Experience with PTG Systems a plus.

Knowledge, Skills, & Abilities

- Strong time-management skills. Ability to organize time efficiently; prioritize multiple tasks and adjust workload as needed in a team environment.
- Must possess strong written and verbal communication and analytical skills.
- Self-starter, with a strong work ethic, who is flexible and open to change.
- Means of transportation as necessary.
- Meet all deadline requirements timely, may require extended work hours.
- Must be able to maintain a strict level of confidentiality.

OTHER

- Position is available until filled.
- Cori and credit check authorization will need to be provided.
- This is a non-union position.
- The City of Revere/Revere Retirement System is an Equal Opportunity Employer.

TO APPLY/REQUEST MORE INFORMATION

Submit cover letter and resume to:

Sandor Zapolin, Retirement Administrator
Revere Retirement System
281 Broadway
Revere, MA 02151

Or email to: szapolin@revere.org.