**Franklin Regional Retirement System**

**Member Services/Accountant**

# Purpose: To work within a Massachusetts regional retirement system serving over 2,400 members and retirees and to maintain system accountability in accordance with MA General Laws.

# Reports to: Executive Director.

# Job Environments: Works in a typical office environment; consisting of the operation of computers, calculators, and other office equipment. Makes frequent contact with members, unit treasurers and other retirement systems. Has access to confidential information. Errors could result in significant delay and confusion, monetary loss, legal exposure, or negative publicity.

# General Statement of Duties: To assist in the administrative and accounting functions of the Retirement System. Duties overlap with many functions of the other staff in the office. Performs both basic and complex tasks that require a high degree of accuracy and organization. Assists in other administrative and support tasks as required.

# Key responsibilities and accountabilities:

* Communications and analysis:
  + Members – Research, prepare and respond to requests for member buy-backs, transfers, refunds and retirement estimates.
  + Treasurers – Work with unit treasurers to inform them of their roles and responsibilities.
  + Retirees – provide customer support as necessary.
  + Retirement board and staff – Working within a team to maintain a high level of responsiveness and accountability to retirement system members.
* Regulatory oversight:
  + Familiar with MA General Laws, Chapter 32, and/or the ability to research.
  + Familiar with the regulatory role of PERAC, and/or the ability to research.
* Accounting
  + Use retirement accounting software for all functions including but not limited to retiree payroll, warrant preparation, month and year-end closing.
  + Preparation of annual payroll tax forms.
  + Prepare annual reports for various entities
  + Collect and process payments from individuals, employers, other entities.
* Members and Retirees Services:
  + Process New Members applications: verify data, request transfers, add to board agenda, send letters of approval etc., and create folders and computer records.
  + Separations: Request, as necessary, notices of separation from units and process when received. Process refunds of members’ funds.
  + Guide members through the retirement process, as well as process their eventual retirement.
* Coverage of daily priorities when other staff are out of office:
  + Swap computer back up cartridges
  + Open and date stamp daily mail, distribute to appropriate personnel

* Other:
  + Assist Executive Director as needed.
  + Attend trainings, meetings and conferences as assigned.
  + Other duties as assigned by Executive Director or by board.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

**Tasks assigned on rotating basis with other staff:**

Process monthly payment of invoices

Calculate and create the annual operating budget

Monthly accounting close and report submission

Process incoming transfers of member funds

Annual assessments billing and tracking

Posting daily deposits to accounting

Process applications from new members

Review unit employers’ payrolls

Process the receipt of payroll deductions from members’ employers

Process buybacks and makeups of work time service credit.

Process military service credits

Police and firefighters’ pre-membership service purchases

Perform monthly bank reconciliations

Issue age 72 distribution reminders

Produce and maintain board meeting minutes

Visit employer units locations and collect old payroll records

Answer questions from members, retirees, and employers.

Produce the annual report to PERAC

Produce the annul report to employer units

Board meeting reports

Process members’ transfer of funds to other retirement systems

Process refunds to members

Council aspiring retirees and process their retirements

Running elections of Board members

Investment tracking and posting to accounting

Perform assessments calculations

Guide applicants and process disability retirements

Process monthly retirees’ payroll

Calculation of annual retirees’ cost-of-living-allowance (“COLA”)

Preparation of yearly benefit distribution report forms (1099r)

Monthly reconciliation of members’ annuity savings balances

Review and resolution pursuit of shared retirement expense billing

Maintenance of Board members’ credentials tracking online access (PROSPER)

NOTE: Send resumes to PaulMokrzecki.frrsma@gmail.com