

SENIOR ADMINISTRATIVE COORDINATOR

Retirement Board

TS-5

DEFINITION

Under general supervision of the Retirement Board Chair, serves as primary staff member responsible for provision of comprehensive administrative and accounting duties to the Retirement Board, including counseling of applicants and members and participation in Board meetings.

ESSENTIAL FUNCTIONS

- P Maintains complete computerized accounting records and books for the Needham Retirement Board in accordance with accounting standards and MGL Chapter 32. Records all transactions; closes books; balances accounts; prepares journal entries, trial balances, related schedules, reports and operating statements; and provides information for state and independent auditors.
- P Counsels employees and retirees regarding retirement and disability retirement programs, benefits, options, applications, procedures, etc. Assists applicants and members with questions, problems, processing issues, etc.
- P Processes retiree payrolls. Updates payroll files; calculates benefits, cost-of-living adjustments, buybacks or offsets; calculates withholds and pays all related federal taxes; prepares related tax reporting forms and reconciliations.
- P Provides assistance to internal and external customers of the department, including members of the public, contractors, staff of the Town, board and committee members, etc. Greets visitors, answers phones, explains office procedures, and responds to questions within level of expertise and authorization, referring more complex issues to technical, professional or management staff. Issues may include:
 - 1. Explanations of department policies, regulations and office procedures, including restrictions or requirements that apply in individual situations.
 - 2. Application procedures for retirement and disability programs.
 - 3. Explanation of benefits and taxes withheld.
- P Performs related administrative functions, such as coordinating meetings of medical panels (re: disability determinations) and disability retiree desk reviews.
- P Provides administrative support to the Needham Retirement Board, including participation at meetings, preparation of agenda information materials for Board members, and identification and preliminary interpretation of new or changed laws and regulations impacting on Needham Retirement Programs.
- P Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

- P Thorough knowledge of general and municipal accounting policies and procedures.
- P Thorough knowledge of Massachusetts laws and regulations and Needham policies and procedures regarding public retirement programs.
- P Ability to prepare routine to complex correspondence and reports utilizing office equipment, such as typewriters, calculators, data entry terminals, etc.
- P Ability to understand, learn, interpret and explain laws, regulations, policies and procedures related to the Retirement Board function and to apply such guidelines appropriately to different situations.
- P Ability to interact effectively and tactfully with a wide variety of individuals including management personnel, other department staff, outside professionals and members of the public.
- P Ability to communicate clearly and concisely with others, both verbally and in writing.
- P Ability to prioritize multiple tasks and deal effectively with interruptions.
- P Ability to perform detailed work accurately and efficiently within strict deadlines.

Education and Experience

Duties require knowledge of office administration, accounting systems, PERA regulations, financial recordkeeping, and automated office systems and procedures equivalent to two years of college and 5-7 years of related experience.

SUPERVISORY RESPONSIBILITY

Supervises one department staff member.

PHYSICAL ELEMENTS

- P Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- P Frequent interruptions to assist customers in the office or by phone.
- P May spend periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- P Regular lifting and carrying of files, documents, records, etc.