



The Manchester Employees' Contributory Retirement System (MECRS) is looking for an Executive Assistant, who will report directly to MECRS' Executive Director.

MAJOR DUTIES:

- Prepares and posts monthly journal entries; prepares accounting reports, including Balance Sheets and Income Statements; creates annual budget reports using accounting software; performs monthly account reconciliations of all cash and investment accounts to the General Ledger; makes year end audit adjustments and performs year end close of the General Ledger. Maintains fixed asset ledger; calculates and posts depreciation; maintains chart of accounts and ensures that accounting systems are operating correctly, correcting wrong entries and investigating and resolving system problems as they occur.
- Processes and authorizes monthly retiree payroll and lump sum distributions using benefits software system; sets up new retirees on the system and deletes deceased members; makes as needed changes to health and dental deductions, Federal withholding, and direct deposits; reconciles monthly deductions and submits payments to City and School HR.
- Meets and counsels with all members prior to retirement and prepares and explains benefit options; provides assistance and guidance to employees and retirees in the completion of all forms relating to Retirement System Benefits.
- Calculates and audits all requests for retirement estimates, buy back of service credit, and service upgrades using the pension payroll system; collects and posts payments from members purchasing such time in the pension system.
- Performs weekly posting of Retirement Staff, City, and School employee payroll in the third-party pension system interface; balances and reconciles employee and employer contributions due against amounts submitted by the employers;
- Responds to member inquiries and concerns in a courteous and timely manner and prepares and distributes notifications to participants of upcoming events or benefit changes such as cost of living increases and Trustee elections.

- Processes and submits weekly Retirement Staff payroll to payroll service; tracks and calculates step and longevity increases, as well as sick and vacation accruals; reconciles and submits deduction checks to vendors.
- Posts and reconciles annual interest and service credit to employee accounts and prepares annual benefit statements to all employee and deferred members.
- Calculates retiree cost of living increases when granted, and submits electronic file to custodian's retirement interface; reconciles pension amounts paid by custodian to third-party pension system program.
- Interfaces with outside auditors to obtain and compile the information needed to expedite the annual audit process.
- Reviews and audits monthly accounts payable payments.
- Performs stop payment and reissue of benefit payment checks and 1099-R's as needed; issues award letters to retirees upon request and pension payment verification forms to outside entities.
- Compiles and submits sensitive member and retiree data as well as year-end financial statements to System actuary through a secure file portal.
- Coordinates the annual Trustee election with the City Clerk's Office. Creates voting checklists, reserves polling locations and disseminates information to members and retirees according to Retirement System By-Laws.
- Oversees gainful occupation compliance of all disability retirees under the age of 60; collects tax returns from disability recipients and determines amount of gainful occupation, if any. Calculates allowable gainful occupation amounts and offsets pension against any overage.
- Supports function for the Executive Director and keeps the Executive Director fully and accurately informed concerning present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Carries out duties of Administrative Assistant in their absence.

EXPERIENCE AND EDUCATION REQUIREMENTS

- Associate's degree with 5-10 years of relevant experience
- Proven analytical skills

- 3+ years of experience with accounting platforms
- Proven analytical skills
- Ability to prioritize and manage multiple projects
- Proficient with Microsoft Excel and Word
- Strong oral and written communication skills
- Ability to work within a team environment
- Self-motivated, fast learner, quality conscious, and committed to deadlines
- Ability to work independently with minimal supervision
- Strong sense of customer service

Please apply by sending your resume/cover letter to: wshea@manchesterretirement.org

Manchester Employees' Contributory Retirement System is an Equal Opportunity Employer. It is our policy to hire without regard to race, color, creed, religion, national origin, citizenship status, sex, marital status, age, disability, sexual orientation or veteran status.