**Summary**

Reports to the MWRA Employees’ Retirement Board. Manages the operation of the MWRA Employees’ Retirement System and ensures that its operations comply with the requirements of MGL Chapter 32. This position requires the handling of confidential information.

**Responsibilities**

**Operations:**

* Manages the Retirement System to ensure an efficient operation in compliance with changing laws and regulations.
* Implements policies and procedures established by the Board.
* Supervises and coordinates all of the work for the system.
* Liaison between the retirement system and external accountants, auditors, actuaries, investment advisors, attorneys, custodial and consultant personnel.
* Responds to questions, researches and resolves retirement issues, including daily email requests.

**Financial and Accounting:**

* Prepares Annual Statement for submission to PERAC.
* Prepares and reconciles monthly financial statements and submits to PERAC.
* Prepares annual budget.
* Enters all vendor invoices and runs monthly expense warrants.
* Prepares monthly and quarterly investment schedules for accounting entries and submits investment schedules to PERAC as requested; responsible for investment manager logon updates.
* Provides annual data to actuary, auditors and PERAC.
* Provides annual appropriation data to PERAC.
* Initiates transfers on all capital calls, rebalances and warrant funding.
* Projects cash flow needs; does cash analysis.
* Prepares and files the annual 945 return.
* Oversees the preparation of retirees’ 1099R’s.
* Updates and maintains the PBI death index.

**Retirement counseling and education:**

* Conducts educational forums to review retirement planning.
* Site visits.
* Runs retirement estimates for members as requested.
* Reviews QDRO’s received from Court, submits to legal counsel for approval, and calculates offset amounts.

**Member benefits and counseling:**

* Counsels new hires and reviews retirement benefits.
* Processes disability applications.
* Oversees the running of members’ annual statements.

**Prepares information for Retirement Board meetings:**

* Prepares and distributes the monthly Board packages electronically to each Member’s iPad.
* Prepares and posts the Retirement Board meeting notices.
* Maintains and updates all of the Retirement Boards’ policies, regulations and minutes and ensures proper filing with PERAC.

**Investments:**

* Upon approval from PERAC of new investments, reviews and completes investment contracts in conjunction with attorney, consultant and vendor.
* Works with investment manager to initiate funding.

**Compliance, RFP’s, legal and other:**

* Writes, posts, receives and reviews all non-investment RFP’s in compliance with Chapter 176.
* Initiates all new contracts and works with the Board’s attorney to ensure compliance.
* Reconciles, bills & disbursements for 3(8)(c)’s.
* Provides data to insurance carriers for fiduciary and workman’s compensation policies.
* Reviews retirement records’ retention schedules, working with the State to ensure compliance.
* Works with the Board’s attorney relative to information on current legal issues.
* Works on cross training of employees.

Performs additional duties as requested by the Retirement Board.