

SAUGUS CONTRIBUTORY RETIREMENT BOARD  
EXECUTIVE DIRECTOR – JOB POSTING

The Saugus Retirement Board is seeking a qualified candidate for the position of Executive Director to manage the day-to-day operations of the Saugus Contributory Retirement System, including pension administration, benefit processing, financial management, compliance, records retention, and strategic planning, and a strong understanding of Massachusetts General Law Chapter 32.

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| Job Title:    | Executive Director of Retirement Services                                     |
| Hours/FLSA:   | 35 hours per week/non-exempt  |
| Reports to:   | Saugus Contributory Retirement Board  |
| Location:     | Retirement Office   |
| Salary Range: | \$95,000- \$125,000 – commensurate with experience and subject to Negotiation |

Qualifications:

- Bachelor's degree in business or related field preferred
- Strong math, accounting, and analytical skills
- Knowledge of Massachusetts General Law Chapter 32 and PERAC regulations
- Familiarity with Pension Technology Software, Microsoft Word and Microsoft Excel
- Must possess excellent communication and interpersonal skills
- Understanding of Massachusetts Open Meeting Law

Responsibilities:

- Meet with and respond to member and retiree inquiries
- Provide guidance on the retirement system operations and retirement process, including but not limited to assistance with applications for retirement and completion of various forms
- Send necessary notifications and newsletters to the membership
- Prepare estimated calculations as requested and submit final calculations to PERAC
- Prepare and process monthly payroll for retirees/survivors including but not limited to transmission of files for benefits, adjustments to withholdings and cost of living adjustments
- Prepare monthly financial records including but not limited to cashbooks, warrants for payment, investments, transfers, refunds/rollovers and 3(8)(c) billings and collections
- Manage monthly board meetings including but not limited to preparation and posting of agenda, organization and disbursement of meeting packets, and coordination of guests and presentations
- Maintain general ledger and prepare Annual Statement for PERAC
- Periodically audit membership to verify various eligibilities including but not limited to group 4 employee age limitations per 840 CMR 12:00, veteran's eligibility per Ch. 32 s.4 (1)(h), and necessary age 73 required minimum distributions
- Calculation and update each member's annuity savings fund with information regarding annual contributions, make-ups, buybacks and transfers
- Prepare and process 1099Rs annually and submit to Internal Revenue Service as required

- Frequent communication with members, retirees, board members, attorneys, investment managers, actuaries, auditors, consultants, regulators, and others
- Supervise, train and delegate work to retirement staff
- Additional duties may be assigned as needed

Miscellaneous Information:

The candidate selected for this position must agree to a background check and CORI.

The Saugus Contributory Retirement Board is an equal opportunity employer.

Upon request, auxiliary aides and services will be provided to ensure effective communication and participation in this recruitment and application process as specified within the Americans with Disabilities Act.

Please submit cover letter and resume to:

William E. Cross, III, Chairman  
Saugus Retirement Office  
25 Main St  
Saugus, MA 01906

Or email with "Retirement Director" in the subject field to: [scrs@saugusretirement.org](mailto:scrs@saugusretirement.org)