

# **Norfolk County Retirement System**

## Job Overview

### **Title**

Financial Compliance Analyst

### **About NCRS**

NCRS is a multi-employer mandatory defined benefit plan, governed under Massachusetts state law, for most full time public employees working for one of the employer units with Norfolk County, NCRS serves approximately 12,000 active and retired members and manages around \$1.5 billion in assets.

### **Summary of Responsibilities**

Under the direction of the Executive Director, and with the support of another staff member dedicated to financial duties of the retirement system, the Financial Compliance Analyst will analyze financial information, prepare financial reports and adhere to state and regulatory compliance procedures.

### **Responsibilities**

Assist in the overall accounting needs of the retirement system by summarizing, analyzing and reporting financial transactions for the Retirement System and its regulatory agency in compliance with Massachusetts General Law, Chapter 32. Specific duties include, but are not limited to, assisting with the following:

- Monitor cash needs of the organization
- Post transactions to the general ledger
- Reconcile accounts to the general ledger
- Prepare monthly trial balances
- Maintain cash books
- Reconcile monthly payments, identify outstanding checks, void and reissue checks as appropriate
- Prepare payment of management fees
- Prepare payment of capital calls
- Review monthly warrants
- Review investment transactions
- Reconcile year-end taxable and nontaxable pension distribution totals and issue all 1099 forms
- Issue monthly and annual IRS payments
- Assist with request for proposals and submitting required documentation to PERAC
- Communicate with employer units, custodial bank, investment managers, investment counsel, PERAC and active and retired member when necessary
- Create and submit Annual Financial Statement to PERAC
- Prepare for annual independent audit and multi-year PERAC audits
- Prepare for actuarial valuation and GASB reporting
- Attend monthly retirement board meetings
- Provide basic office support as needed
- Assist the Executive Director as requested

### **Essential Skills**

- Ability to communicate orally and in writing with diverse populations
- Strong math and organization skills

- Strong attention to detail
- Proficiency with Microsoft Office Suite, including Word, Outlook and Excel
- A positive and welcoming attitude when assisting members of the community and working with colleagues
- Ability to work in a confidential environment as a reliable team member

### **Preferred Qualifications**

- Experience working with an M.G.L. Chapter 32 public retirement system
- Knowledge of fiscal, personnel, administrative management, and payroll systems
- Experience with PTG Pension Pro Software

### **Qualifications**

- Bachelor's degree in related field or equivalent professional experience
- 5 years of accounting, bookkeeping, investment management and / or financial management experience
- Ability to follow instructions and function independently within prescribed deadlines
- Excellent verbal and written skills
- Ability to work in a small office environment

### **Working Conditions\***

Office setting with:

- Ability to lift and/or move up to 25 pounds
- Ability to perform administrative duties, such as, but not limited to, typing, filing, reaching low and overhead for files and / or supplies
- Ability to sit for extended time periods
- Ability to express and exchange ideas by means of written and spoken word
- Ability to work well independently and with others
- Ability to use computer, printer, calculator, telephone, photocopier, fax, scanner and other office equipment as required

This position requires physical demands, however, reasonable accommodations may be made to enable individuals with disabilities to perform the above duties.

### **Work Schedule**

Monday through Friday in-office. Standard hours are 8:00AM – 4:00PM; slight variation in start and end times may be permitted.

### **Compensation**

Commensurate with experience.

### **Application Process**

Interested candidates must email a cover letter and resume to Kathleen Kiely-Becchetti at [kkb@norfolkcrs.com](mailto:kkb@norfolkcrs.com) with "Response to Job Posting" in the subject line.

Position will remain open until filled. Consideration of applicants will be on a rolling basis.