

**GENERAL EMPLOYEES RETIREMENT SYSTEM
OF THE CITY OF HOLLYWOOD**

JOB OPENING FOR ASSISTANT ADMINISTRATOR
Closing Date: October 10, 2017

POSITION DESCRIPTION

GENERAL

The Board of Trustees of the City of Hollywood Employees' Retirement Fund (the "Fund") is currently seeking a highly responsible Administrative Assistant to the Executive Director of the General Employees Retirement System. The Fund is a public employee defined benefit pension plan with more than 600 active members and 800 retirees as of October 1, 2016. Work is performed under the direction of the Executive Director and Board.

SPECIFIC DUTIES AND RESPONSIBILITIES

The position may include the following duties and responsibilities as well as other related assignments, as may be directed by the Executive Director or Board:

Preparing and Maintaining Financial Records:

- Prepares monthly bookkeeping records including general ledger.
- Reconciles custodial, investment management and bill-paying account statements and reports.
- Ensures receipt of and processes member contributions from City and any quarterly employer contributions from City.
- Maintains accurate and complete employment and retirement contribution records for all members.
- Maintains and verifies member records on pension benefit computer system, including downloading of information from the City on a bi-weekly basis.
- Maintains and verifies member payroll and contribution records and manually updates pension benefit computer system for employees.
- Verifies annual interest posted to employee contributions.
- Assists in coordinating annual audit and actuarial valuation processes.
- Maintains "Planned Retirement Benefit" (supplemental benefit available to certain Plan members), deposit and interest records, and processes periodic statements to Planned Retirement Benefit members.
- Verifies annual Forms 1099-R prepared by Custodian.

Providing administrative support to the Executive Director:

- Enrolls eligible new members into the Retirement System. Includes securing designations of beneficiaries and providing members with information concerning plan provisions.
- Processes terminated employees. Includes verification and computation of refunds of contributions and amounts eligible for direct IRA rollovers.
- Assists in processing early and normal retirements, as well as vested terminations. Includes determining eligibility for benefits, obtaining and verifying earnings certified

by the City, obtaining required documentation from the retiree, computation of retirement benefit options and thorough review of plan provisions and benefit options with the retiring employees.

- Assists in processing disability claims by collecting necessary medical and injury documentation, setting appointments with medical board physicians and obtaining medical board physicians' reports.
- Assists in processing survivors' claims. Includes verification of benefit eligibility and securing required documentation.
- Assists in conducting Board of Trustees elections.
- Assists with Director's preparations for Board of Trustees meetings.
- Coordinates travel arrangements for Trustees and Staff attending pension-related schools and conferences.
- Maintains Trustees' meeting attendance records.
- Conducts surveys and performs other duties as assigned by the Director.
- Assists in preparation and distribution of annual benefit statements to all active members.

GENERAL DUTIES AND RESPONSIBILITIES

- Answers telephones, screens and directs calls
- Assists in answering inquiries by Active and Retired Plan members
- Processes address and beneficiary changes for active members
- Receives, opens and distributes mail and faxes
- Maintains retirement system files
- Communicates and interacts with Custodian and other service providers, as directed by Director
- Prepares correspondence and faxes as necessary
- Maintains computer databases for active employees
- Assists with periodic special projects
- Tracks annual retiree verifications
- Fills in for Executive Director when absent

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of retirement benefit administration, financial accounting practices, general office procedures and office etiquette. Ability to exercise initiative and good judgment with minimal supervision. Ability to effectively communicate both orally and in writing. Ability to establish and maintain effective working relationships. Ability to maintain accurate and complete records. Ability to utilize personal computer and other office equipment, and to utilize various software programs, including but not limited to Microsoft Word, Excel, Access and PowerPoint, and QuickBooks.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with major coursework in Finance, Accounting, Public Administration or closely-related field. Six years of progressively responsible work experience in pension, benefits administration, retirement system administration, or experience in administrative work or fiscal management; or equivalent in education, training, and experience which would provide the necessary knowledge, skills and abilities. Certified Public Accountant (CPA) licensed/exam eligible preferred or CPPT or CAPPP eligible. Previous experience in a Municipal Government a plus. FPPTA or similar certification required.

PHYSICAL REQUIREMENTS

Must be able to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Ability to effectively use and operate various items of office-related equipment, such as, but not limited to, personal computer, calculator, copier and fax machine. No significant standing, walking, moving, climbing, crawling, with some carrying, bending, kneeling reaching, and handling, pushing and pulling.

COMPENSATION

Compensation consists of a salary and benefit package commensurate with experience and qualifications.

NON-DISCRIMINATION

The Board of Trustees supports the principle of equal opportunity for all individuals, regardless of age, race, color, gender, religion, national origin, sexual orientation, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

CONTACT INFORMATION

Interested, qualified candidates may contact Phyllis Shaw, Chair, Board of Trustees, City of Hollywood Employees' Retirement Fund, City Hall Annex, Room 20, 2600 Hollywood Blvd, Hollywood, Florida 33020; or by email at pshaw@hollywoodfl.org.