

RETIREMENT SERVICES ASSISTANT

GENERAL STATEMENT OF DUTIES: Performs complex and responsible administrative tasks relating to the operation of the Genesee County Retirement Office. Maintains accounts and records of all active participants in the Genesee County Employees' Retirement System (GCERS), the Defined Contribution Plan, the Deferred Compensation Plan and the VEBA trust. Works under the direction of the Retirement Services Administrator.

STATEMENT OF TASKS:

Performs all clerical duties of the Retirement office such as answering phone, preparing various correspondence, assist individuals who come in, scheduling appointments, answering general questions, filing, etc.

Maintains ledgers for six separate employers;

Prepares and processes monthly pension payments;

Calculates any necessary adjustments, overpayments and underpayments;

Processes stop payments, voids checks, issues manual checks when necessary and records in system;

Sends wire transfers as needed;

Uploads files to vendors;

Ensures accurate payroll information necessary for actuarial valuations;

Calculates and adjusts service dates, address changes, member contributions, and other participant data.

Posts payments for purchase of other governmental service, military time, sick leaves, workers compensation leaves, layoff leaves, prior County forfeited time, etc.

Maintains balanced spreadsheets for each participating employers and employees to be utilized for year-end actuarial valuations;

Distributes IRC 402(f) Notices and processes refunds, overpayments and underpayments, and purchase cancellations if applicable;

Maintains accurate member information such as beneficiary information, address and direct deposit changes, deductions, adjustments, purchase of permissive time, etc.;

Audits files for missing information and inconsistencies, researching discrepancies as necessary;

Assists in year-end processes: audit and processing of 1099-R's, mailing beneficiary and other statements, gathering information reports and spreadsheets for actuary;

Receipts in payments from employers and employees for contributions and permissive service credit purchases;

At year-end, assists in balancing and processing 1099-R's; assists in gathering information to send to the actuary and coordinates mailing of year-end beneficiary statements.

Processes closing of retiree and/or beneficiary files;

Creates spreadsheets and reports as required;

Special Projects as requested.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of clerical methods used in keeping fiscal accounts and records;
Ability to work independently and utilize good judgement
Ability to compose accurate and professional correspondences
Ability to perform mathematical operations rapidly and accurately;
Ability to understand and carry out complex oral and written directions;
Ability to interpret contracts, legal documents, letters, etc.
Ability to work effectively with the public, retirees and employees;
Knowledge of office terminology and equipment;
Knowledge of office software such as Microsoft Office;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Three (3) years of experience in a payroll environment.

-OR-

Five (5) years clerical experience.


Human Resources Director

Established: August 12, 2009

Revised: July 16, 2020