

Senior Retirement Analyst, Grade 26
Montgomery County Employee Retirement Plans
Rockville, Maryland
\$65,177 - \$107,121

This position may be under-filled at the Retirement Analyst, Grade 23, with a salary range of \$56,669 to \$93,863. There is a non-competitive promotional opportunity to a Senior Retirement Analyst, Grade 26.

This is a fully functional professional position responsible for processing and accounting for the County's retirement plans. Responsible for assisting in the development, production and updating of the PeopleSoft and Oracle systems that result in the transfer of a monthly annuity to the Oracle Non-Employee Business Group for payment. Provides assistance to other staff members in the reporting and communicating of payments made by the Trust Funds, and in the creation of the Comprehensive Annual Financial Report including research into and implementation of best practices regarding automation and file structures/linkages/interrelationships; and preparation and/or quality control over other critical reports issued by the Board. The incumbent will be the subject matter expert for pension payroll related activities and will work closely with the ERP Implementation Team to develop business processes. The duties include:

Employees' Retirement System & Long-Term Disability

- Oversee the processing and accounting for monthly annuities & LTD2 disability payments, reporting, benefits processing, and IRS reporting.
- Work with the ERP Implementation Team to ensure payment data integrity and systems security of retiree pension payments in the PeopleSoft module; and to develop business processes.

Retirement Savings Plan and Guaranteed Retirement Income Plan

- Review participation by County employees in these plans to determine eligibility, errors in contributions, issues with vendors tracking contributions, and processing of refunds.

All Retirement Plans

- Analyze and research complex accounting/financial issues and prepare written/oral reports addressing issues related to payments and benefits from the County's retirement plans.
- Provide guidance and assistance to County retirees on matters pertaining to pension payment activities.
- Recommend new approaches and procedures to enhance the efficiency of the processing of retirement plan activities.

Medical & Background Investigation (applies to both levels): Selected candidate(s) will be required to successfully complete a Medial History Review, Drug and Alcohol screen background investigation prior to appointment. A criminal background and credit history check will be conducted on the selected candidate prior to appointment and will be a significant factor in the hiring decision.

MINIMUM QUALIFICATIONS:

Senior Retirement Analyst, Grade 26:

Experience: Considerable (5 years) professional experience in the day-to-day administration of public pension plans, which included determination of eligibility, calculation of benefits, counsel of employees and retirees, coordination with service providers and application of a large number of eligibility and benefit variables across multiple plans, altogether vis-a-vis defined benefit plans and defined contribution plans.

Education: Bachelor's degree from an accredited college or university in business administration, public administration, accounting, economics, finance or another field that provided strong foundation in the area(s) of assignment.

If filled at the Retirement Analyst, Grade 23:

Experience: Three (3) years of professional experience in the day-to-day administration of public pension plans, which included determination of eligibility, calculation of benefits, coordination with service providers and application of a large number of eligibility and benefit variables across multiple plans, altogether vis-a-vis defined benefit plans and defined contribution plans.

Education: Bachelor's degree from an accredited college or university in business administration, public administration, accounting, economics, finance or another field that provided a strong foundation in the area(s) of assignment.

Equivalency (applies to both levels): An equivalent combination of education and experience may be substituted.

Medical & Background Investigation (applies to both levels): Selected candidate(s) will be required to successfully complete a Medial History Review, Drug and Alcohol screen background investigation prior to appointment. A criminal background and credit history check will be conducted on the selected candidate prior to appointment and will be a significant factor in the hiring decision.

All resumes submissions must address the preferred criteria for the position which are located in the full advertisement accessed through the County's website.

This Recruitment Closes **July 29, 2017**

To view the complete job announcement and to apply,
please visit our website at <http://www.montgomerycountymd.gov/hr/recruitment/applynow.html>
and then click on "Apply Now."

Click "Search Jobs" and see the full job description under the "General Professional" category IRC26580
Interested candidates must create an account in order to submit a resume.

EOE M/F/H